

**GOLETA WEST SANITARY DISTRICT  
REGULAR BOARD  
MEETING AGENDA  
JULY 16, 2024 5:30PM**

**UCSB Campus, Parking Lot  
32 Santa Barbara, CA 93106  
(District Office)**

**Comments in advance of the meeting:** Correspondence to the Board regarding items appearing on the agenda should be directed to the Secretary of the Board, at [info@goletawest.org](mailto:info@goletawest.org) or the District Office address. Written comments should be submitted by 12:00 PM on the day of the meeting.

**Accessibility:** The Board of Directors Hearing Room is wheelchair accessible. Should special assistance be required to participate in this meeting, please contact the District office by phone (805-968-2617) or email ([info@goletawest.org](mailto:info@goletawest.org)).

**1. CALL TO ORDER**

**2. ROLL CALL**

Members: Directors Bearman, Lewis, Geyer, Thomas, Turenchalk

**3. REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449**

The Board of Directors may consider Boardmember(s) request to participate in the meeting remotely under the regulations of AB 2449 by making the necessary findings and voting on whether the Boardmember(s) may participate remotely.

**4. APPROVE THE ORDER OF THE AGENDA**

**5. PUBLIC COMMENT**

The public may address the Board for no more than (3) minutes on any issue within the District's jurisdiction which is not on the agenda. No action will be taken on any non-agenda item, except as provided by law.

**6. APPROVAL OF THE MINUTES FOR THE REGULAR BOARD MEETING OF JULY 2, 2024**

**7. GENERAL MANAGER UPDATES**

**8. LEGAL COUNSEL UPDATES**

**DISCUSSION-ACTION AGENDA**

The Board will consider and may take action on the following items.

**9. RECONSIDERATION OF THE CONDITIONS CONSTITUTING AN EMERGENCY**

The Board adopted Resolution 24-823, declaring an emergency pursuant to

Public Contract Code sections 20806 and 22050, to allow an immediate response to a sewage spill. The Board will review the conditions warranting an emergency and will, by a 4/5 vote, make a determination on whether there is a need to continue the action.

**10. CONSIDERATION OF AN ORDINANCE INCREASING DIRECTOR COMPENSATION**

The Board will consider increasing the daily Board of Director compensation by \$35 to \$280 or another lesser amount as directed by the Board.

**11. CONSIDERATION OF ELECTION MATERIALS FOR THE 2024 NOVEMBER ELECTION**

The Board will receive a presentation from Counsel providing an overview of the November election timelines, deadlines and considerations related to filling seats for Districts 2 & 4. The Board will also review and consider approving an information sheet for director candidates as recommended by the Ad Hoc Elections Committee.

**12. COMMUNICATIONS**

**13. REPORTS**

**A. Operations Report: June 25 – July 9, 2024**

**B. SBCCSDA Executive Board Meeting: July 3, 2024**

**C. Goleta Water District: July 9, 2024**

**D. Embarcadero Municipal Improvement District: July 10, 2024**

**E. LAFCO: July 11, 2024**

**F. IV Recreations & Park District: July 11, 2024**

**G. Personnel Committee Meeting: July 15, 2024**

**H. Goleta Sanitary District: July 15, 2024**

**I. Other Reports**

**14. FUTURE AGENDA ITEMS**

**15. ADJOURNMENT**

Written materials relating to an item on this agenda that are distributed to the Goleta West Sanitary District within 48 hours before the meeting during which the item will be considered are made available for public inspection at the District administrative offices located at UCSB Campus, Parking Lot 32, Santa Barbara, CA, during business hours.

# July 2024

July 2024							August 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	31

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jun 30	Jul 1 6:30pm GSD Board Meeting	2 5:30pm City of Goleta Council Meeting 5:30pm GWSD Regular Board Meeting	3 12:00pm SBCCSDA Executive Board Meeting	4 7:00am Independence Day GWSD Closed 7:00am	5	6
7	8	9 5:30pm Goleta Water District Board Meeting	10 7:00pm EMID Board Meeting	11 1:00pm LAFCO (SB) 5:30pm IVR&PD Regular Meeting	12	13
14	15 10:30am Special Personnel Committee Meeting 6:30pm GSD Board Meeting	16 5:30pm GWSD Regular Board Meeting 5:30pm City of Goleta Council Meeting	17 6:00pm Santa Barbara Airport Commission Mtg	18	19	20
21	22 6:00pm SBCCSDA Chapter Meeting	23	24	25	26	27
28	29	30	31	Aug 1	2	3

# August 2024

August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jul 28	29	30	31	Aug 1 1:00pm LAFCO (SM)	2	3
4	5 6:30pm GSD Board Meeting	6 5:30pm City of Goleta Council Meeting 5:30pm GWSD Regular Board Meeting	7 12:00pm SBCCSDA Executive Board Meeting	8 5:30pm IVR&PD Regular Meeting	9	10
11	12	13 5:30pm Goleta Water District Board Meeting	14 7:00pm EMID Board Meeting	15	16	17
18	19 6:30pm GSD Board Meeting	20 5:30pm City of Goleta Council Meeting	21 6:00pm Santa Barbara Airport Commission Mtg	22	23	24
25	26 6:00pm SBCCSDA Chapter Meeting	27	28	29	30	31

# **GOLETA WEST SANITARY DISTRICT**

**DATE: JULY 16, 2024**

**AGENDA ITEM 6**

**AGENDA TITLE: APPROVAL OF THE MINUTES FOR THE SPECIAL BOARD  
MEETING OF JULY 2, 2024.**

**MINUTES OF THE SPECIAL BOARD MEETING  
OF THE GOLETA WEST SANITARY DISTRICT  
UCSB CAMPUS, PARKING LOT 32, SANTA BARBARA, CALIFORNIA  
JULY 2, 2024**

**In-person meeting**

**POSTING OF THE AGENDA**

The agenda for this meeting was posted in the display case outside the administrative office of the Goleta West Sanitary District and on the District's website at least 72 hours in advance of this regular meeting.

**1. CALL TO ORDER**

Director Bearman called the meeting to order at 5:30 PM

**2. ROLL CALL: BOARD MEMBERS PRESENT**

Craig Geyer  
Eva Turenchalk  
Robert Thomas  
David Bearman M.D.  
David Lewis

**BOARD MEMBERS ABSENT**

None

**STAFF PRESENT**

Brian McCarthy – General Manager/Board Clerk-Secretary  
Jennifer Lee – District Counsel

**OTHERS PRESENT**

Sharron Rose – GSD Director

**3. REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449**

None.

**4. APPROVE THE ORDER OF THE AGENDA**

No changes were made to the order of the agenda.

**5. PUBLIC COMMENT**

No public comment.

**6. APPROVAL OF THE MINUTES FOR THE SPECIAL BOARD MEETINGS OF JUNE 18, 2024**

(24-07-45)

Upon a motion by Director Geyer, seconded by Director Lewis, the Board unanimously approved the minutes for the June 18, 2024 Special Board Meeting.

**7. GENERAL MANAGER UPDATES**

The General Manager provided a report.

**8. LEGAL COUNSEL UPDATES**

District Counsel provided a report.

**9. CONSIDERATION OF AMMENDMENT OF THE 2024 GWSD OFFICERS**

(24-07-46)

Director Bearman introduced this item. He said Director Turenchalk is willing to finish out the remainder of his term as President of the Board and that he intends to remain an active Board member while he finishes out his last term as a Director. Director Thomas made a motion to amend the 2024 GWSD Officers chart appointing Director Turenchalk as Board President to complete the remainder of Director Bearman’s term. The motion was seconded by Director Geyer and carried by unanimous vote.

5:43 PM Director Turenchalk became chair of the meeting and assumed the role of Board President.

**10. RECONSIDERATION OF THE CONDITIONS CONSTITUTING AN EMERGENCY**

(24-07-47)

Director Turenchalk introduced this item. Board discussion and questions followed. Upon a motion by Director Geyer, seconded by Director Bearman, the Board reaffirmed Resolution 24-823 finding that an emergency condition still exists by the following roll call vote:

AYES: Thomas, Lewis, Turenchalk, Bearman, Geyer  
NOES: None  
ABSTAIN: None  
ABSENT: None

**11. CONSIDERATION OF RESOLUTION NO. 24-826 AMMENDING APPENDEX “A” OF THE PERSONNEL POLICY/EMPLOYEE HANDBOOK**

(24-07-48)

The General Manager introduced this item. Director Lewis made a motion, seconded by Director Bearman, to adopt Resolution No. 24-826 to provide for a 4.5% COLA, increasing wages for all employees effective July 1, 2024 by the following roll call vote:

AYES: Geyer, Thomas, Turenchalk, Bearman, Lewis  
NOES: None  
ABSTAIN: None  
ABSENT: None

**12. CONSIDERATION OF FIRST AMMENDMENT TO THE GENERAL MANAGER/SUPERINTENDENT EMPLOYMENT AGREEMENT**

(24-07-49)

Director Turenchalk introduced this item. Upon a motion by Director Thomas made a motion that the Board approve of the First Amendment to the General Manager/Superintendent Employment Agreement as presented, seconded by Director Geyer, the motion passed by unanimous vote.

**13. CONSIDERATION OF APPROVAL OF THE DISTRICT’S WORKPLACE VIOLENCE PREVENTION PLAN**

(24-07-50)

The General Manager introduced this item and answered questions from Directors. Upon a motion by Director Geyer to adopt the District’s Workplace Violence Prevention Plan, seconded by Director Bearman, the motion passed by unanimous vote.

**14. CONSIDERATION OF INFORMATION SHEET FOR BOARD OF DIRECTOR CANDIDATES**

(24-07-51)

Director Turenchalk introduced this item. The Board discussed and suggested stating required Ethics and Harassment Trainings, and expand on familiarity with District business to include District policies, regulations, and policies. Counsel suggested adding requirements that candidate must be 18 years of age or older, be a US citizen, and live within the boundaries of district for which they are running. Director Geyer moved to approve of the Information Sheet for Board of Directors Candidates to include details discussed by the Board, Director Thomas seconded the motion, and it passed by unanimous vote.

**15. COMMUNICATIONS**

Received

**16. REPORTS**

**A. Operations Report**

The General Manager provided a report.

**B. SB Airport Commission**

No meeting

**C. IVR&PD**

No report

**D. Goleta Sanitary District**

Director Geyer provided a report.

**F. Other Reports**

None

**17. FUTURE AGENDA ITEMS**

A request was made for Counsel to provide a report to the Board at the next meeting with an absolute timeline of election processes, milestones, deadlines, and discussion of possible scenarios.

A request was made for a presentation at a future Board meeting on Zero Emissions Vehicles (ZEV) requirements and compliance with future regulations.

**18. ADJOURNMENT**

There being no further business, President Turenchalk adjourned the meeting at 6:07 PM.

**APPROVED**

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Brian McCarthy, Board Clerk-Secretary

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Eva Turenchalk, Board President



# Operations Report

June 12 - 25, 2024

## **Administration**

District counsel and staff continue to communicate with the Ad Hoc Committee, the Board, regulatory agencies, and consultants regarding matters related to the February Spill and updates to the District's website.

Staff completed and submitted all required forms to the SB County Elections Office for placing GWSD elections for districts 2 & 4 on the November ballot.

The District's accounting firm, Bartlett, Pringle & Wolf continues to become familiar and complete the day-to-day accounting and financial tasks for the District.

Staff updated records and signatory authorizations for the District at Montecito Bank & Trust.

Counsel and staff continue to work on revisions to the Personnel Policy/Employee Handbook.

Counsel and staff worked with the Ad Hoc Election to draft an Information Sheet for Board of Directors Candidates.

Staff is finalizing recruitment advertisement for the Office Manager vacancy and will post to the website and on other professional recruitment platforms.

Weekly Owner-Architect-Contractor (OAC) meetings for the Headquarter Buildings Improvement Project have been temporarily discontinued until construction resumes.

BHFS's Senior Planner and staff met with architect Edwardo Galindo to discuss new Administration Building plans and next submission to the City of Santa Barbara for a building permit.

Staff continues to work with Cannon Corp regarding SCADA system improvements and upgrades. Work continues with Redzone, Inc. on improving the District ICOM GIS and CMM systems.

## **Collection System**

Staff continues to conduct inspections and take photos of the entire route of the force mains to GSD.

Installation of a valve and access vault modifications to provide for emergency pump station bypass into the 18-inch force main will be completed once Tierra Contracting is available. Installation of the Siemens flow meter for PS1 effluent will also be scheduled.

Staff continues to work with MNS Engineers to provide information for the Force Mains Condition Assessment.

Staff is currently completing scheduled hydrocleaning in Isla Vista.

Staff completed all scheduled maintenance for the month of June and completed unscheduled clearing and maintenance of all off-tracks and easements.

Staff continues to inspect sewer manhole construction and mainline extension at 35 Elwood Station Road, the old cement plant location.

Correspondence with the Heritage Ridge developers continue. This is the final phase of the Willow Springs neighborhood.

Staff is corresponding with Flowers & Associates regarding proposed construction of Anthem Chapel next to Christ Lutheran Church at 6595 Covington Way and connection to public sewer.

Staff is reviewing plans for proposed tenant improvements for Finney's Crafthouse & Kitchen at the old Hollister Brewing Company location in Camino Real Shopping Center.

Staff is corresponding with new property owner at 6521 Pardall regarding installation of a grease interceptor

A Sewer Service Permit was issued for a JADU at 330 Pebble Beach Drive.

Sewer Availability Letters were issued for the following:

- ADU at 167 Salisbury Avenue
- ADU at 6721 Sabado Tarde
- ADU at 6618 Sueno Road
- ADU at 6880 Pasado Road
- ADU at 6721 Sabado Tarde Road
- ADU at 885 Fortuna Road
- ADUs at 6516, 6589, 6602, & 6622 Del Playa Drive

### **Industrial Waste & Environmental Compliance**

Staff completed Industrial Wastewater Discharge Permit facility compliance inspections at the following facilities: Teledyne FLIR, Karl Storz Imaging, Raytheon B-1 campus, and Raytheon B-8.

Staff continues to collect biweekly Bacteriological and ammonia samples for the February spill investigation.

### **Street Sweeping**

District staff continues to fill in on street sweeping services while the regular operator has been out intermittently. The program has remained on schedule and the District continues to post information for street sweeping makeup days on the District website.

Graffiti: 759 Cervantes at Embarcadero Del Mar

Abandoned Vehicles: White Mercedes Benz at 811 Camino Pescadero near Picasso

Silver Ford Focus at 6647 El Colegio Road

Hours: 30

Miles: 269.3

Loads: 13

Maintenance: Performed routine inspections and maintenance of street sweepers.

Marborg: None reported

### **Staff Training**

Staff received driver safety training provided by CSRMA via recorded video.

### **Table of Treatment Capacity in GSD Plant**

GWSD Average Daily Flow	May 2024	2.2818 MGD; 47.1729 %
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# Sewer Operations Cleaning Summary from June 12, 2024 to June 25, 2024

Your environmental partner since 1954

Description	Quantity
<b>Feet Cleaned</b>	
Hydroclean	10,695 ft.
<hr/>	
<b>10,695 ft.</b>	
<b>Lines Cleaned</b>	
Hydroclean	46 lines
<hr/>	
<b>46 lines</b>	

# **GOLETA WEST SANITARY DISTRICT**

**DATE: JULY 16, 2024**

## **AGENDA ITEM 9**

### **AGENDA TITLE: RECONSIDERATION OF THE CONDITIONS CONSTITUTING AN EMERGENCY**

#### **SUMMARY DESCRIPTION:**

The Board adopted Resolution 24-823, declaring an emergency pursuant to Public Contract Code sections 20806 and 22050, to allow an immediate response to the February 17, 2024 sewage spill. The Board will review the conditions warranting an emergency and will, by a 4/5 vote, make a determination on whether there is a need to continue the action.

#### **DISCUSSION:**

The District completed all required Spill reporting to the Water Boards thus far, and has successfully completed recommissioning of the 24-inch force main and related other high priority tasks. Daily inspections of the force main alignment continue. Biweekly water quality monitoring continues and efforts to prevent a spill reoccurrence are ongoing. Investigation and reporting work will continue under direction and guidance the Ad Hoc Spill Committee until a final resolution and conclusion to this matter is reached with the Water Boards.

#### **ATTACHMENT:**

Resolution No. 24-823

## RESOLUTION 24-823

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF GOLETA WEST SANITARY DISTRICT DECLARING AN EMERGENCY AND AUTHORIZING THE GENERAL MANAGER TO CONTRACT WITH TIERRA CONTRACTING, INC. AND NEWTON CONSTRUCTION & MANAGEMENT AND TAKE ALL OTHER NECESSARY ACTIONS TO ADDRESS THE EMERGENCY**

WHEREAS, after recent scattered showers District staff discovered unusual moisture in and around a section of force main pipe. Upon sample testing, staff confirmed there was a force main leak that intermittently appeared in a pothole, but never actually caused a noticeable spill on the dirt surface directly outside the west wall of Pump Station 1 where construction work associated with the west parking area has been taking place.

WHEREAS, in order to mitigate further leakage and damage, as well as prepare for rain events projected for the end of January and beginning of February, emergency repairs of the line are necessary. Staff has determined that waiting for a competitive bidding solicitation for bid could result in a threat to public health and safety based on the potential for significant uncontrolled sewer release.

WHEREAS, the repairs will cost in excess of \$15,000, which exceeds the amount allowed under Public Contract Code Section 20803 to avoid the bidding process. Tierra Contracting, Inc. and Newton Construction & Management have submitted proposals for the repair work, which is estimated to cost \$282,307 and \$44,626, respectively, or \$326,933 total.

WHEREAS, the anticipated repairs will generally consist of repair and replacement of 170 linear feet of 18-inch asbestos cement pipe with 18-inch ductile iron pipe, 120 feet of a reclaimed water pipeline, and associated clean-out and removal/replacement of overlying asphalt.

WHEREAS, the Board of Directors may, by a four-fifths vote, delegate to the General Manager to take any directly related and immediate action required by an emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts (Public Contract Code Sections 20806 and 22050).

WHEREAS, Board Policy Handbook Section 21.3.1.2 also excepts the purchase of supplies or equipment from bidding procedures in cases of an emergency and permits acquisition from the nearest available source.

NOW, THEREFORE, the Board of Directors of the Goleta West Sanitary District does resolve as follows:

1. The Board finds the above recitals true and correct and are incorporated herein.

2. An emergency is hereby declared pursuant to Public Contracts Code Section 20806 and 22050, and the public interest and necessity demand the immediate expenditure of district funds to safeguard life, health and property. The emergency will not permit a delay for the award of contracts pursuant to a competitive solicitation of bids, which process is hereby waived.

3. The General Manager is authorized to expend public funds to protect life, health, or property endangered by this emergency without complying with the competitive bidding process, and as such ratifies entering into contract with Tierra Consulting, Inc. and Newton Construction & Management on the terms and conditions stated in their respective proposals.

4. The anticipated expenditure to address the emergency is within the District's approved budget.

5. Pursuant to Public Contract Code Section 22050(b), the Board further authorizes the General Manager to take any directly related and immediate action required by the emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts.

6. The Board shall review the emergency action at its next regularly scheduled meeting, and at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action.

7. The activity is categorically exempt from the California Environmental Quality Act (CEQA) because it involves the repair, replacement and/or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity (14 CCR Section 15301.) Furthermore, none of the exceptions to the use of this exemption apply. The activity is also exempt from CEQA because it involves an emergency repair of a public facility (14 CCR Section 15269(b).) This exemption applies to repairs to publicly or privately owned facilities necessary to maintain service essential to the public health, safety or welfare. Here, the emergency repair of the utility system is being pursued so to avoid a potential leak in an existing sewer service system, and is thus necessary to maintain service to the public health, safety and welfare. For the foregoing reasons, the activity is exempt from CEQA.

**PASSED AND ADOPTED** by the Board of Directors of the Goleta West Sanitary District, Santa Barbara County, California at a special meeting duly held on the 30th day of January 2024.

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**I HEREBY CERTIFY** that the forgoing Resolution was adopted by the Board of Directors of the Goleta West Sanitary District, Santa Barbara County, California at a meeting thereof held on the 30th day of January 2024, by the following vote of the members thereof:

AYES: Bearman, Lewis, Turenchalk, Thomas

NOES:

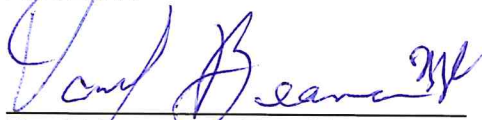
ABSTAIN:

ABSENT: Geyer

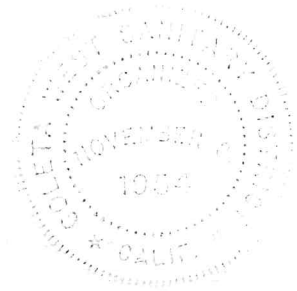


Brian McCarthy, Clerk - Secretary  
(SEAL)

ATTEST:



David Bearman, President





# **GOLETA WEST SANITARY DISTRICT**

**DATE: JULY 16, 2024**

## **AGENDA ITEM 10**

### **AGENDA TITLE: CONSIDERATION OF AN ORDINANCE INCREASING DIRECTOR COMPENSATION**

#### **SUMMARY DESCRIPTION:**

The Board will consider increasing the daily Board of Director compensation by \$35 to \$280 or another lesser amount as directed by the Board.

#### **DISCUSSION:**

The Finance Committee met on January 10, 2024 to discuss current director compensation which is set at \$245. The effective date of the last adjustment to the director compensation was May 4, 2021 and increased by \$10. California law allows a sanitary district to increase director compensation up to 5% for each calendar year following the date of the last adjustment.

By law, director compensation may be increased an additional \$35.36. On January 16, 2024, the Board discussed the recommendation of the Finance Committee to approve a thirty-five dollar (\$35) increase to Director compensation, which would set Director compensation at \$280 per day of service. The Board directed staff to work with Counsel to develop a new Ordinance reflecting the increase and is now presented for discussion and adoption. The Board has discretion to raise compensation to the maximum of \$280 or any lower amount. The attached Ordinance No. 24-98 will be filled in with the dollar amount agreed to by the Board.

#### **SUPPLEMENTARY MATERIAL:**

**Ordinance No. 24-98**, An Ordinance of the Goleta West Sanitary District Setting Director Compensation for Each Day that a Director Attends a Meeting of the Board or Renders Services as a Director

**GOLETA WEST SANITARY DISTRICT  
ORDINANCE NO. 24-98**

**AN ORDINANCE OF THE GOLETA WEST SANITARY DISTRICT SETTING  
DIRECTOR COMPENSATION FOR EACH DAY THAT A DIRECTOR  
ATTENDS A MEETING OF THE BOARD OR RENDERS SERVICES AS A  
DIRECTOR**

**Recitals**

A. The Sanitary District Act of 1923 provides generally that members of the board of directors of a sanitary district are to be compensated at a specified amount for each meeting of the district board attended by the member and for each day's service rendered as a member at the request of the board, not exceeding six days in any calendar month, together with any expenses incident thereto. (Health & Safety Code § 6489)

B. In addition, California law authorizes a sanitary district to increase director compensation by ordinance adopted following a noticed public hearing. The increase may not exceed an amount equal to five percent (5%) for each calendar year following the operative date of the last adjustment. (Water Code § 20202)

C. The effective date of the last adjustment to the compensation of members of the Board of Directors of the Goleta West Sanitary District ("Board of Directors") was July 4, 2021 when the Board of Directors increased the per-day compensation to two hundred and forty-five dollars (\$245).

D. The Board of Directors desires to increase the compensation of its directors by way of this ordinance and in accordance with the provisions of Health & Safety Code Section 6489 and Water Code Section 20202. The Board of Directors seeks to increase director compensation by \_\_\_\_\_ dollars (\$\_\_\_\_\_) to \_\_\_\_\_ dollars (\$\_\_\_\_\_) at this time to avoid the potential for a significant future increase that could impact the District's budgetary planning.

F. Notice of the hearing was published in a newspaper of general circulation on July 3, 2024 and July 10, 2024, pursuant to section 6066 of the Government Code and Section 20203 of the Water Code.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE GOLETA  
WEST SANITARY DISTRICT DOES ORDAIN AS FOLLOWS:**

1. Each member of the Board of Directors shall be compensated in the amount of \_\_\_\_\_ dollars (\$\_\_\_\_\_) per day for each day's attendance at meetings of the Board of Directors and for each day's service

rendered as a director, not to exceed a total of six (6) days in any calendar month.

2. The General Manager shall prepare a summary of this ordinance and cause it to be published once in the Santa Barbara News-Press, along with the names of the directors voting for and against its adoption, and shall post a certified copy of the full text of this ordinance, along with the names of those directors voting for and against its adoption, in the office of the District Secretary.

3. This ordinance shall be effective sixty (60) days following its passage.

4. Ordinance 21-93 is hereby rescinded in its entirety.

**PASSED and ADOPTED** by the Board of Directors of the Goleta West Sanitary District on the 16<sup>th</sup> day of July, 2024.

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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Brian McCarthy, Clerk - Secretary  
(SEAL)

**ATTEST:**

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Eva Turenchalk, President

# **GOLETA WEST SANITARY DISTRICT**

**DATE: JULY 16, 2024**

## **AGENDA ITEM 11**

**AGENDA TITLE:** Consideration of election materials for the 2024 November election

### **SUMMARY DESCRIPTION:**

The Board will receive a presentation from Counsel providing an overview of the November election timelines, deadlines and considerations related to filling seats for Districts 2 & 4. The Board will also review and consider approving an information sheet for director candidates as recommended by the Ad Hoc Elections Committee.

### **DISCUSSION:**

At the July 2, 2024 board meeting, the Board requested it be provided with an election timeline that includes important dates in the event no candidates run for the two District seats up for election and the Board must, instead, appoint a new board member. The timeline is attached to this memorandum. For more detailed information on election dates and candidate filing requirements, it is recommended that interested parties obtain a copy of the "County of Santa Barbara School and Special District Offices Candidate Filing Guide," published by the County of Santa Barbara Elections Division (July 2024) and available online.

Also at the meeting, Agenda Item 14 related to consideration of an Information Sheet for Board of Director candidates ("Information Sheet") that was drafted by the Ad Hoc Election Committee at the request of the Board during its June 4, 2024 meeting. The Board considered the Information Sheet as presented, but requested additional changes be made to include mention of mandatory ethics and sexual harassment training, and that the paragraph called "Familiarity with District Business" be retitled to "Familiarity with District Business, Policies and Regulations." Counsel recommended also including certain candidate eligibility requirements that are currently posted on the District's website. The changes are attached and redlined and the Information Sheet is provided to the Board again for its consideration. Once approved, the Information Sheet will be posted to the District's website and provided to all interested candidates.

### **SUPPLEMENTARY MATERIAL:**

Information Sheet for Candidates (redline and clean copy)

Election Timeline

County of Santa Barbara School and Special District Offices Candidate Filing Guide

Updated July 2024

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## **GOLETA WEST SANITARY DISTRICT**

### **Information Sheet for Candidates**

#### **District Background**

Goleta West Sanitary District (referred to as the “District”) was formed in 1954 under the Sanitary District Act of 1923 (California Health and Safety Code Sections 6400 *et seq.*). It provides wastewater collection and treatment services to over 6,000 residential and non-residential customers within the District’s service area, which encompasses the western Goleta Valley and Isla Vista. The District’s wastewater collection system consists of approximately 63 miles of sewer lines and 2 pump stations, which convey customers’ wastewater to the regional treatment plant at Goleta Sanitary District (GSD). Several other public agencies - including the City of Santa Barbara (Airport), County of Santa Barbara, and UCSB - are also contractual users of the GSD treatment plant, and each has capacity rights in the plant for which they pay a pro rata share of capital improvement costs. Because the District has an approximately 41% capacity right in the GSD plant, it pays for roughly 41% of the capital improvement costs for GSD’s regional treatment plant.

Since 1963, the District has also provided award-winning street sweeping services, and has maintained an Industrial Waste Pretreatment Program to monitor and control the discharged wastes of industrial users to the public sewer system. The Industrial Waste Pretreatment Program, required by the Federal Clean Water Act, ensures the continued effective operation of the collection system, treatment plant, and the protection of collection system workers.

The District operates under the leadership of a General Manager/Superintendent, and six staff, which includes four utility workers, an environmental compliance specialist and an office manager. General Counsel services are provided by an outside law firm.

The District is an independent special district, meaning it functions separate and apart from any other local government (i.e., it is not part of the City of Goleta or the County of Santa Barbara) and its Board is independently elected by District customers and acts with a relatively high degree of autonomy. As an enterprise agency, the District is funded primarily through fees paid by customers.

#### **Board of Directors**

The District is governed by a five-member Board of Directors, each elected to a four-year term. District elections, which are consolidated with the statewide election, are held every two years in November on even-numbered years. Terms are staggered, with

Updated July 2024

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two terms expiring in one even-numbered year, and three terms expiring the following even-numbered year. Two District terms will expire in 2024 and three expire in 2026.

The November 5, 2024 election will mark the first of two elections that will transition the District from an at-large to a by-district election system. The seats to be filled will represent new Districts 2 and 4. The remaining board members will continue to represent the District at-large, until their seats are up for election in 2026, at which time they (if re-elected) or their successors will be elected to represent new Districts 1, 3, and 5.

Candidates must be a United States Citizen, at least 18 years of age and reside within the boundaries of the Goleta West Sanitary District. Candidates must also reside within the district that they will represent. Election procedures and deadlines may be obtained from the Santa Barbara County Elections Division located at 4440-A Calle Real, Santa Barbara, California 93110.

As public servants, Board members must file certain financial disclosure forms that are public records, such as Fair Political Practices Commission Form 700. Officeholders and candidates for office must also complete a Form 470.

#### **Board Member Expectations: Board Meetings and Other Commitments**

The primary responsibilities of the Board include the formulation and evaluation of District policy as well as legal and fiduciary oversight of the District and its mission. Staff, on the other hand, is responsible for implementing the Board's general direction. Expectations of Board Members include the following:

- **Attend All Regular and Special Board Meetings.** Board Members are expected to attend all regular and special Board meetings unless there is a good cause for absence. The Board meets on the first Tuesday of each month, and the third Tuesday of odd-numbered months. Board meetings begin at 5:30 pm in the District office located at UCSB, Parking Lot 32. Occasionally, these regularly scheduled meetings may be cancelled, while other special meetings may be called, sometimes on days and times that are not Tuesday at 5:30 pm.
- **Participate in District Committees.** In addition to Board meetings, Board Members are expected to serve on one or more of the District's five standing committees, which meet regularly on an as-needed basis (Management Committee, Finance Committee, Public Relations Committee, Engineering Committee and Personnel Committee). Board Members may also be asked to serve on ad hoc committees that are created from time-to-time, depending on the needs of the District and the Board. Committee assignments are generally, but not always, made based on a Board Member's subject matter expertise. Committees are composed of two Board Members, and review specialty subject

Updated July 2024

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matter and make appropriate recommendations to the entire Board. The current committee representative assignments are found [here](#).

- **Familiarity with District Business, Policies and Regulations.** As representatives responsible for making important decisions on behalf of the District’s customers, such as ratemaking, Board members should strive to be informed about the issues facing the District and be prepared to ask relevant questions of staff and other board members and to provide pragmatic advice and comment. Board Members should also be familiar with the District’s various ordinances and resolutions, which are available [here](#) and serve as a tool for accountability, transparency, and communication with customers. The bulk of the District’s policies and regulations relate to providing and maintaining sewer facilities and service, as well as board and employee rules.

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- **Represent the District at Meetings of Other Local Public Agencies.** Board Members also act as a District representative at the meetings of other local agencies, with alternates assigned to act as a fill-in when the designated representative cannot attend a meeting. At the District’s Board meetings, Board Members must report out on matters of interest to the District that are discussed at the meetings of the other local agencies. The current District representative assignments are found [here](#).

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- **Attend Mandatory Trainings.** As public officials, State law mandates board members receive 2 hours of ethics (AB 1234) training no later than one year after their first day of service in public office, and biannually thereafter. The training encompasses laws relating to personal financial gain (e.g., prohibition on bribery, conflicts of interest when leaving office), perquisites of office (e.g., limitation on receiving gifts, honoraria ban), government transparency (e.g., Public Records Act), and fair process (e.g., common law bias, competitive bidding requirements for public contracts). Board members are also biannually required to attend a two-hour sexual harassment prevention training.

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- **Comply with Applicable Laws and Standards.** Board members are expected to conduct themselves to the highest ethical standards both in their capacity as office holders and personally. Various state laws, including the Brown Act (“sunshine law”) and Political Reform Act, are designed to ensure that board members act in the best interests of the District and not for personal gain. Board Members should also review and be familiar with the Board Policy Handbook, which can be found [here](#).

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## **GOLETA WEST SANITARY DISTRICT**

### **Information Sheet for Candidates**

#### **District Background**

Goleta West Sanitary District (referred to as the “District”) was formed in 1954 under the Sanitary District Act of 1923 (California Health and Safety Code Sections 6400 *et seq.*). It provides wastewater collection and treatment services to over 6,000 residential and non-residential customers within the District’s service area, which encompasses the western Goleta Valley and Isla Vista. The District’s wastewater collection system consists of approximately 63 miles of sewer lines and 2 pump stations, which convey customers’ wastewater to the regional treatment plant at Goleta Sanitary District (GSD). Several other public agencies - including the City of Santa Barbara (Airport), County of Santa Barbara, and UCSB - are also contractual users of the GSD treatment plant, and each has capacity rights in the plant for which they pay a pro rata share of capital improvement costs. Because the District has an approximately 41% capacity right in the GSD plant, it pays for roughly 41% of the capital improvement costs for GSD’s regional treatment plant.

Since 1963, the District has also provided award-winning street sweeping services, and has maintained an Industrial Waste Pretreatment Program to monitor and control the discharged wastes of industrial users to the public sewer system. The Industrial Waste Pretreatment Program, required by the Federal Clean Water Act, ensures the continued effective operation of the collection system, treatment plant, and the protection of collection system workers.

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The District is governed by a five-member Board of Directors, each elected to a four-year term. District elections, which are consolidated with the statewide election, are held every two years in November on even-numbered years. Terms are staggered, with



two terms expiring in one even-numbered year, and three terms expiring the following even-numbered year. Two District terms will expire in 2024 and three expire in 2026.

The November 5, 2024 election will mark the first of two elections that will transition the District from an at-large to a by-district election system. The seats to be filled will represent new Districts 2 and 4. The remaining board members will continue to represent the District at-large, until their seats are up for election in 2026, at which time they (if re-elected) or their successors will be elected to represent new Districts 1, 3, and 5.

Candidates must be a United States Citizen, at least 18 years of age and reside within the boundaries of the Goleta West Sanitary District. Candidates must also reside within the district that they will represent. Election procedures and deadlines may be obtained from the Santa Barbara County Elections Division located at 4440-A Calle Real, Santa Barbara, California 93110.

As public servants, Board members must file certain financial disclosure forms that are public records, such as Fair Political Practices Commission Form 700. Officeholders and candidates for office must also complete a Form 470.

### **Board Member Expectations: Board Meetings and Other Commitments**

The primary responsibilities of the Board include the formulation and evaluation of District policy as well as legal and fiduciary oversight of the District and its mission. Staff, on the other hand, is responsible for implementing the Board's general direction. Expectations of Board Members include the following:

- **Attend All Regular and Special Board Meetings.** Board Members are expected to attend all regular and special Board meetings unless there is a good cause for absence. The Board meets on the first Tuesday of each month, and the third Tuesday of odd-numbered months. Board meetings begin at 5:30 pm in the District office located at UCSB, Parking Lot 32. Occasionally, these regularly scheduled meetings may be cancelled, while other special meetings may be called, sometimes on days and times that are not Tuesday at 5:30 pm.
- **Participate in District Committees.** In addition to Board meetings, Board Members are expected to serve on one or more of the District's five standing committees, which meet regularly on an as-needed basis (Management Committee, Finance Committee, Public Relations Committee, Engineering Committee and Personnel Committee). Board Members may also be asked to serve on ad hoc committees that are created from time-to-time, depending on the needs of the District and the Board. Committee assignments are generally, but not always, made based on a Board Member's subject matter expertise. Committees are composed of two Board Members, and review specialty subject

matter and make appropriate recommendations to the entire Board. The current committee representative assignments are found [here](#).

- **Familiarity with District Business, Policies and Regulations.** As representatives responsible for making important decisions on behalf of the District's customers, such as ratemaking, Board members should strive to be informed about the issues facing the District and be prepared to ask relevant questions of staff and other board members and to provide pragmatic advice and comment. Board Members should also be familiar with the District's various ordinances and resolutions, which are available [here](#) and serve as a tool for accountability, transparency, and communication with customers. The bulk of the District's policies and regulations relate to providing and maintaining sewer facilities and service, as well as board and employee rules.
- **Represent the District at Meetings of Other Local Public Agencies.** Board Members also act as a District representative at the meetings of other local agencies, with alternates assigned to act as a fill-in when the designated representative cannot attend a meeting. At the District's Board meetings, Board Members must report out on matters of interest to the District that are discussed at the meetings of the other local agencies. The current District representative assignments are found [here](#).
- **Attend Mandatory Trainings.** As public officials, State law mandates board members receive 2 hours of ethics (AB 1234) training no later than one year after their first day of service in public office, and biannually thereafter. The training encompasses laws relating to personal financial gain (e.g., prohibition on bribery, conflicts of interest when leaving office), perquisites of office (e.g., limitation on receiving gifts, honoraria ban), government transparency (e.g., Public Records Act), and fair process (e.g., common law bias, competitive bidding requirements for public contracts). Board members are also biannually required to attend a two-hour sexual harassment prevention training.
- **Comply with Applicable Laws and Standards.** Board members are expected to conduct themselves to the highest ethical standards both in their capacity as office holders and personally. Various state laws, including the Brown Act ("sunshine law") and Political Reform Act, are designed to ensure that board members act in the best interests of the District and not for personal gain. Board Members should also review and be familiar with the Board Policy Handbook, which can be found [here](#).

### GWSD Election Timeline - November 5, 2024

Date	Action	Notes
June 27, 2024	Deadline to file resolution with County Elections office requesting consolidation of district's election with the statewide election and ordering such election	
July 9, 2024	County BOS meeting to approve request for consolidation	
July 15, 2024 - August 9, 2024 (5 PM)	<p>Period for filing Declaration of Candidacy</p> <p>Declaration of Candidacy (required) must be filed with:</p> <ul style="list-style-type: none"> <li>(1) Form 700 (required)</li> <li>(2) Candidate's Statement of Qualifications (optional)</li> <li>(3) Code of Fair Political Practices Form (optional)</li> <li>(4) Ballot designation worksheet (if requesting ballot designation)</li> </ul>	<p>Filing appointments are required. To make a candidate filing appointment, visit: <a href="http://countyofsb.org/793/Candidate-Filing">countyofsb.org/793/Candidate-Filing</a>, or call (805) 696-8957.</p> <p>All required and optional forms, with wet signatures, must be filed <u>in-person</u> with the County Elections Division by the filing deadline. Candidates must bring a government issued ID and payment for filing a Candidate's Statement of Qualifications (Per Board resolution, candidates are responsible for all filing costs.)</p> <p>All required and optional candidate filing forms, except the Declaration of Candidacy, should be completed before the filing appointment. During the filing appointment, candidates will be instructed to complete and sign their Declaration of Candidacy and will take an oath.</p>

### GWSD Election Timeline - November 5, 2024

Must be filed before a candidate solicits or receives any contributions or before they make expenditures from personal funds on behalf of their candidacy.	File <a href="#">Form 501</a>	
July 31, 2024	Semi-annual campaign disclosure filing due	Form 460 must be filed by elected officials who receive a salary of \$200 or more per month. (Gov. Code 84200(a))
August 10, 2024- August 19, 2024	Candidate Statement public examination period	10-day period for public examination of candidate statements.
August 12, 2024	Candidate Statement withdrawal deadline	
August 14, 2024	Determination of school and special district offices to be on or off ballot	If by 5pm on this day, there is only one candidate or an insufficient number of candidates for an office to be filled, and no petition is filed, it may be determined that the office will be off the ballot.
August 29, 2024	In the event there are no candidates running for an open set, the District must inform the County Elections Official whether its board (1) will fill the seat by appointment (within 60 days) or (2) desires for the County Board of Supervisors to fill the vacancy (within 90 days)	60 days from 8/29/24: 10/28/24  90 days from 8/29/24: 11/27/2024
August 15, 2024, 11 AM	Randomized alphabet drawing	The Secretary of State conducts a drawing of the letters of the alphabet, the result of which is known as a randomized alphabet. The resulting randomized alphabet determines the order of all candidates' names on the

## GWSD Election Timeline - November 5, 2024

		<p>ballot. If two or more candidates for the same office have the same first letter in their last name, the subsequent letters in the last name will determine the order. E.G., if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letters M and R were drawn in the randomized alphabet drawing. E.C. §§ 13112, 13113</p>
August 22, 2024	Last day to cancel election due to insufficient candidates	
September 9, 2024 - October 22, 2024	First and last day of the write-in candidate filing period.	<p>A person who has not filed to be a candidate during the candidate filing period may still be elected to office as a write-in candidate. The write-in candidate filing period will only apply to special district contests that will appear on the ballot.</p> <p>Write-in candidates must submit the Statement of Write-In Candidacy and other required forms to the County Elections Division by 5:00 p.m. on October 22, 2024. (No filing fee for write-in candidates.)</p>
<a href="#">September 26, 2024</a>	All candidates on the ballot must file a <a href="#">Form 460</a> or <a href="#">Form 470</a> (1st Pre-Election Campaign Disclosure Statement Deadline)	<p>Reporting period July 1 to September 21</p> <p><b>Form 460:</b> Candidates who have raised/spent \$2,000 or more file Form 460. The Form 410 (Statement of</p>

### GWSD Election Timeline - November 5, 2024

		<p>Organization) must also be filed once \$2,000 or more has been raised/spent.</p> <p><b>Form 470:</b> Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more, later during the calendar year, a Form 470 Supplement and Form 410 must be filed.</p>
October 7, 2024	County Elections Division begins mailing official ballots to all registered voters.	
October 24, 2024	2nd Pre-Election Campaign Disclosure Statement Deadline (Form 460)	Reporting period September 22 to October 19
October 28, 2024	Deadline for the District’s board to make an appointment, if the board must fill the seat by appointment because there were no candidates and notified the County of its intention to fill the seat on 8/29/24	<p>The District must post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the District board makes the appointment.</p> <p>The District must notify the county elections official of the appointment no later than 15 days after the appointment (11/12/24)</p> <p>The person appointed in lieu of an election takes office at noon on the first Friday in December following the general</p>

### GWSD Election Timeline - November 5, 2024

		election (12/6/24) and will serve a 4-year term.
November 5, 2024	Election Day Districts 2 and 4 up for election. Remaining board members continue to serve in an at-large capacity	
November 27, 2024	Deadline for the County Board of Supervisors (BOS) to make an appointment, if the District's board requests the BOS to fill the seat by appointment because there were no candidates and notified the County of its desire to have the BOS fill the seat on 8/29/24	The person appointed in lieu of an election takes office at noon on the first Friday in December following the general election (12/6/24) and will serve a 4-year term.
December 5, 2024	Last day for County to certify election results	
December 6, 2024	Term start date for newly elected (or appointed) board members	
January 5, 2024 (30 days after assuming office)	Must file Statement of Economic Interests	
January 31, 2025	Semi-annual campaign disclosure filing due	Form 460 must be filed by elected officials who receive a salary of \$200 or more per month. (Gov. Code 84200(a))

COUNTY OF SANTA BARBARA  
SCHOOL AND SPECIAL DISTRICT OFFICES  
CANDIDATE FILING GUIDE



NOVEMBER 5, 2024  
PRESIDENTIAL GENERAL ELECTION

COUNTY OF SANTA BARBARA ELECTIONS DIVISION  
1 (800) SBC-VOTE  
1 (800) 722-8683  
[SBCVOTE.COM](http://SBCVOTE.COM)

Rev. 6.2024



## NOTICE TO CANDIDATES AND COMMITTEES

This guide has been prepared to provide important candidate related information for school and special district offices coming to election at the November 5, 2024, Presidential General Election. Qualifications, terms of office, proper filing authorities, and deadlines are outlined in the following pages. Prospective candidates' participation and compliance with the timelines and filing requirements are the keys to success in the candidate nomination process. This guide provides general information for candidates. This guide is intended to be a resource and is not legally sufficient. In case of conflict, the law, regulation, or rule will apply.

Candidates must meet the qualifications to hold the office. The Declaration of Candidacy, which each candidate must sign under penalty of perjury, states that the candidate must meet the statutory and/or constitutional qualifications for office (including but not limited to: citizenship, residency, etc.).

The law prohibits County of Santa Barbara Elections Division (County Elections Division) staff from answering questions of a legal nature. **This guide is not intended as a substitute for legal counsel. The County Elections Division strongly urges prospective candidates to consult an attorney.**

For additional election-related information, please contact the County Elections Division during business hours at **1 (800) SBC-VOTE** or **(805) 568-2200**.

### Code Reference Key

Business and Professions Code	B.P.C.	Insurance Code	I.C.
Education Code	ED.C.	Public Resource Code	P.R.C.
Election Code	E.C.	Public Utility Code	P.U.C.
Government Code	G.C.	Water Code	W.C.
Health and Safety Code	H.S.C.		

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## Contact Information

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### **County of Santa Barbara Elections Division**

#### **Main Office**

4440-A Calle Real  
Santa Barbara, CA 93110  
M-F, 8:00 a.m.-12:00 p.m., 1:00 p.m.-5:00 p.m.

#### **Santa Maria Branch Office**

511 E. Lakeside Parkway, Ste 134  
Santa Maria, CA 93455  
*Office hours to be determined*

#### **Mailing Address (USPS)**

Santa Barbara County Elections  
P.O. Box 61510  
Santa Barbara, CA 93160-1510

#### **Mailing Address (FedEx, UPS, etc.)**

Santa Barbara County Elections  
4440-A Calle Real  
Santa Barbara, CA 93110

**Website:** [sbcvote.com](http://sbcvote.com)

**Candidate Filing Email:** [candidatefiling@countyofsb.org](mailto:candidatefiling@countyofsb.org)

**Campaign Disclosure Email:** [campaigndocs@countyofsb.org](mailto:campaigndocs@countyofsb.org)

**Main Line:** (805) 568-2200 or 1(800) SBC-VOTE (1-800-722-8683)

**Fax:** (805) 568-2209

### **Cities**

For information regarding City candidates and measures, please contact the City Clerks' offices:

<b>City Name</b>	<b>Phone Number</b>	<b>Website</b>
City of Buellton	(805) 686-7424	<a href="http://cityofbuellton.com">cityofbuellton.com</a>
City of Carpinteria	(805) 755-4403	<a href="http://carpinteriaca.gov">carpinteriaca.gov</a>
City of Goleta	(805) 961-7505	<a href="http://cityofgoleta.org">cityofgoleta.org</a>
City of Guadalupe	(805) 356-3891	<a href="http://ci.guadalupe.ca.us">ci.guadalupe.ca.us</a>
City of Lompoc	(805) 875-8241	<a href="http://cityoflompoc.com">cityoflompoc.com</a>
City of Santa Barbara	(805) 564-5309	<a href="http://santabarbaraca.gov">santabarbaraca.gov</a>
City of Santa Maria	(805) 925-0951 ext. 2306	<a href="http://cityofsantamaria.org">cityofsantamaria.org</a>
City of Solvang	(805) 688-5575 ext. 206	<a href="http://cityofsolvang.com">cityofsolvang.com</a>

### **State Agencies**

Secretary of State, Elections Division  
[sos.ca.gov](http://sos.ca.gov); (916) 657-2166

Fair Political Practices Commission (FPPC)  
[fppc.ca.gov](http://fppc.ca.gov); (866) 275-3772

State Franchise Tax Board  
[ftb.ca.gov](http://ftb.ca.gov); (800) 852-5711

## School Districts

School District Name	Phone Number	Website
Allan Hancock Joint Community College District	(805) 922-6966	<a href="http://hancockcollege.edu">hancockcollege.edu</a>
Ballard School District	(805) 688-4812	<a href="http://ballardschool.org">ballardschool.org</a>
Blochman Union School District	(805) 937-1148	<a href="http://blochmanusd.org">blochmanusd.org</a>
Buellton Union School District	(805) 686-2767	<a href="http://buelltonusd.org">buelltonusd.org</a>
Carpinteria Unified School District	(805) 684-4511	<a href="http://cusd.net">cusd.net</a>
Cold Spring School District	(805) 969-2678	<a href="http://coldspringschool.net">coldspringschool.net</a>
College School District	(805) 686-7300	<a href="http://collegeschooldistrict.org">collegeschooldistrict.org</a>
Cuyama Joint Unified School District	(661) 766-2482	<a href="http://cuyamaunified.org">cuyamaunified.org</a>
Goleta Union School District	(805) 681-1200	<a href="http://goleta.k12.ca.us">goleta.k12.ca.us</a>
Guadalupe Union School District	(805) 343-2114	<a href="http://guadusd.org">guadusd.org</a>
Hope School District	(805) 682-2564	<a href="http://hopeschooldistrict.org">hopeschooldistrict.org</a>
Lompoc Unified School District	(805) 742-3300	<a href="http://lusd.org">lusd.org</a>
Los Olivos School District	(805) 688-4025	<a href="http://losolivosschool.org">losolivosschool.org</a>
Montecito Union School District	(805) 969-3249	<a href="http://montecitou.org">montecitou.org</a>
Orcutt Union School District	(805) 938-8900	<a href="http://orcuttsschools.net">orcuttsschools.net</a>
Santa Barbara Community College District	(805) 965-0581	<a href="http://sbcc.edu">sbcc.edu</a>
Santa Barbara County Board of Education	(805) 964-4711	<a href="http://sbceo.org">sbceo.org</a>
Santa Barbara Unified School District	(805) 963-4338	<a href="http://sbunified.org">sbunified.org</a>
Santa Maria Joint Union High School District	(805) 922-4573	<a href="http://smjuhsd.k12.ca.us">smjuhsd.k12.ca.us</a>
Santa Ynez Valley Union High School District	(805) 688-6487	<a href="http://syvuhd.org">syvuhd.org</a>
Santa Maria-Bonita School District	(805) 928-1783	<a href="http://smbd.org">smbd.org</a>
Solvang School District	(805) 688-4810	<a href="http://solvangschool.org">solvangschool.org</a>
Vista Del Mar Union School District	(805) 686-1880	<a href="http://vdmusd.org">vdmusd.org</a>

## Special Districts

Special District Name	Phone Number	Website
Carpinteria Valley Water District	(805) 684-2816	<a href="http://cvwd.net">cvwd.net</a>
Carpinteria Sanitary District	(805) 684-7214	<a href="http://carpsan.com">carpsan.com</a>
Carpinteria-Summerland Fire Protection District	(805) 684-4591	<a href="http://carpfire.com">carpfire.com</a>
Casmalia Community Services District	(805) 937-6151	<a href="http://sblafco.org/casmalia-community-services-district">sblafco.org/casmalia-community-services-district</a>
Cuyama Community Services District	(661) 766-2780	<a href="http://cuyamacsd.specialdistrict.org">cuyamacsd.specialdistrict.org</a>
Cuyama Valley Recreation District	(661) 766-2270	<a href="http://sblafco.org/cuyama-valley-recreation-and-park-district">sblafco.org/cuyama-valley-recreation-and-park-district</a>
Embarcadero Municipal Improvement District	(805) 968-5885	<a href="http://emidsb.org">emidsb.org</a>
Goleta Sanitary District	(805) 967-4519	<a href="http://goletasanitary.org">goletasanitary.org</a>
Goleta Water District	(805) 964-6761	<a href="http://cp.goletawater.com">cp.goletawater.com</a>
Goleta West Sanitary District	(805) 968-2617	<a href="http://goletawest.org">goletawest.org</a>
Isla Vista Recreation and Park District	(805) 968-2017	<a href="http://ivparks.org">ivparks.org</a>
Isla Vista Community Services District	(805) 770-2752	<a href="http://islavistacsd.ca.gov">islavistacsd.ca.gov</a>
Lompoc Valley Medical Center	(805) 737-3300	<a href="http://lompocvmc.com">lompocvmc.com</a>
Los Alamos Community Services District	(805) 344-4195	<a href="http://losalamoscscsd.com">losalamoscscsd.com</a>
Los Olivos Community Services District	(805) 500-4098	<a href="http://losolivoscscsd.com">losolivoscscsd.com</a>
Mission Hills Community Services District	(805) 733-4366	<a href="http://mhcsd.org">mhcsd.org</a>
Montecito Fire Protection District	(805) 969-7762	<a href="http://montecitofire.com">montecitofire.com</a>
Montecito Sanitary District	(805) 969-4200	<a href="http://montsan.org">montsan.org</a>
Montecito Water District	(805) 969-2271	<a href="http://montecitowater.com">montecitowater.com</a>
Santa Maria Public Airport District	(805) 922-1726	<a href="http://santamariaairport.com">santamariaairport.com</a>
Santa Maria Valley Water Conservation District	(805) 925-5212	<a href="http://smvwcd.org">smvwcd.org</a>
Santa Rita Hills Community Services District	<i>Pending</i>	<i>Pending</i>
Santa Ynez Community Services District	(805) 688-3008	<a href="http://sycsd.com">sycsd.com</a>
Santa Ynez River Water Conservation District	(805) 693-1156	<a href="http://syrwcd.com">syrwcd.com</a>
Santa Ynez River Water Conservation District, Improvement District No. 1	(805) 688-6015	<a href="http://syrwd.org">syrwd.org</a>
Summerland Sanitary District	(805) 969-4344	<a href="http://summerlandscsd.org">summerlandscsd.org</a>
Vandenberg Village Community Services District	(805) 733-2475	<a href="http://vvcscd.org">vvcscd.org</a>

# SECTION 1 - Qualifications to Run and Hold Office

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For the list of offices to be filled at the November 5, 2024, Presidential General Election, please see **Appendix A**.

## **General Qualifications** E.C. §§ 20, 201; G.C. §§ 1020, 1021, 24001

The following qualifications apply to all school and special district offices:

- Must be at least 18 years old and a citizen of the State at the time of their election;
- must be a registered voter of the district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the appointment of the person;
- cannot be convicted of designated crimes as specified in the Constitution and laws of the State; and,
- cannot be convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury or conspiracy to commit any of these crimes. \*

\* For purposes of this section, “conviction of a felony” includes a conviction of a felony in this state and a conviction under the laws of any other state, the United States, or any foreign government or country of a crime that, if committed in this state, would be a felony, and for which the person has not received a pardon from the Governor of this state, the governor or other officer authorized to grant pardons in another state, the President of the United States, or the officer of the foreign government or country authorized to grant pardons in that foreign jurisdiction. E.C. § 20

Please see **Appendix G** for additional district specific qualifications and requirements.

## **Incompatibility of Offices**

A person’s legal right to hold more than one office at the same time is governed by the common law doctrine of incompatible offices. Government Code Section 1099 became effective on January 1, 2006, to codify this common law rule. Government Code Section 1099 can be viewed at [leginfo.legislature.ca.gov](http://leginfo.legislature.ca.gov).

Additionally, pursuant to Elections Code Section 8003(b), no person may file Nomination Papers for a party nomination and an independent nomination for the same office, or for more than one office at the same election.

For questions regarding whether two public offices would be considered incompatible, contact the California Attorney General’s Office at (916) 445-9555 or visit [oag.ca.gov](http://oag.ca.gov).

For further information about conflicts of interest or incompatibility of offices, contact the Fair Political Practices Commission at (866) 275-3772 or visit [fppc.ca.gov](http://fppc.ca.gov).

## SECTION 2 – Candidate Filing Overview and Forms

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### Overview

All candidates **must** file a Declaration of Candidacy in order to qualify as a candidate for a school or special district office. At the time of filing the Declaration of Candidacy, candidates are also responsible for filing other required and optional forms.

Forms to be filed **with the Declaration of Candidacy**:

- Ballot Designation Worksheet (required if requesting a ballot designation)
- Form 700 (required)
- Candidate’s Statement of Qualifications (optional)
- Code of Fair Political Practices Form (optional)

In addition to the above forms, candidates are also subject to filing certain campaign financial disclosure forms. See page 8 and Section 5 – Political Campaign Laws and Regulations.

**It is the obligation of the candidate to ensure that all filing requirements and deadlines are met.** Prospective candidates are encouraged to obtain and file the necessary candidate filing forms as soon as possible so any irregularities may be corrected before the filing deadline.

Candidates may obtain the necessary filing forms from the County Elections Division as early as **July 15, 2024**. If the Declaration of Candidacy is found “not sufficient,” no additions or corrections may be made after 5:00 p.m. on **August 9, 2024**, or in the event of an extension, 5:00 p.m. on **August 14, 2024**.

See **Appendix E** for a Candidate Filing Forms Checklist and deadlines.

### **Five Important Steps to the Candidate Filing Process**

**Step 1: Research:** Prospective candidates are encouraged to review this guide and conduct their own research on the qualifications and filing requirements to run and hold an elected office.

**Step 2: Request to be issued candidate filing forms:** Candidates may request to be issued candidate filing forms starting **July 15, 2024** by submitting their information online at [countyofsb.org/793/Candidate-Filing](https://countyofsb.org/793/Candidate-Filing). All required and optional candidate filing forms will be issued electronically, except for the Declaration of Candidacy. The Declaration of Candidacy will remain in the County Elections Division office until completed in-person by the candidate at their candidate filing appointment.

Candidates will need to print electronically issued forms. If preferred, candidates may call (805) 696-8957 to schedule an appointment to pick up forms in-person.

**Step 3: Complete candidate filing forms:** All required and optional candidate filing forms, except the Declaration of Candidacy, should be completed before the filing appointment. During the filing appointment, candidates will be instructed to complete and sign their Declaration of Candidacy.

**Step 4: Make a candidate filing appointment:** **Filing appointments are required** and available at the County Elections Division Main Office and Santa Maria Branch Office during specified dates and

hours. To make a candidate filing appointment, visit: [countyofsb.org/793/Candidate-Filing](http://countyofsb.org/793/Candidate-Filing). Candidate filing appointments may also be made by calling (805) 696-8957.

**Step 5: File candidate filing forms in-person:** All required and optional forms, with wet signatures, must be filed in-person with the County Elections Division by the filing deadline. Candidates must bring a government issued form of identification to their filing appointment and, if applicable, payment for filing a Candidate’s Statement of Qualifications.

## Candidate Filing Forms

### Declaration of Candidacy

County of Santa Barbara  
DECLARATION OF CANDIDACY  
School District  
November 3, 2020, Presidential General Election (Elections Code §§ 20, 202, 202.1, 202.102, 12107, 12102, 12023)

Official Filing Form  
I, \_\_\_\_\_, hereby declare myself as a candidate for election to the governing board of the \_\_\_\_\_ (City/County) of the County of Santa Barbara, (an incorporated city, if elected, will qualify and serve to the best of my ability).

My name is: \_\_\_\_\_  
First Middle/Initial (optional) Last

Office: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Telephone Number: \_\_\_\_\_  
Day Evening Fax

Email: \_\_\_\_\_

**REQUIRED**

All candidates **must** file a Declaration of Candidacy. The Declaration of Candidacy is the form on which a candidate declares their candidacy, provides their ballot designation, attests that they meet the qualifications to run and hold office, and takes an oath of office.

Information provided on the Declaration of Candidacy includes:

- Name of office sought.
- Name of candidate.
- Name and ballot designation.
- Residential address.
- Business and/or mailing address (if applicable).
- Phone number (fax, email and website are optional).

Candidates must bring acceptable government photo identification, such as a driver’s license or state ID card.

### Ballot Designation Worksheet

California Secretary of State  
BALLOT DESIGNATION WORKSHEET  
Elections Code §§ 12107, 12107.3, 12107.5, California Code of Regulations § 20711

This entire form must be completed, or it will not be accepted and you will not be written to a ballot designation. DO NOT LEAVE ANY RESPONSE SPACES BLANK. Information requested is not applicable, please enter "N/A" in the space provided, otherwise the information MUST be provided. SPICE FILING, THIS WORKSHEET WILL BE A PUBLIC RECORD.

Candidate Name: \_\_\_\_\_  
Office: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_  
Business: \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Fax: \_\_\_\_\_

**REQUIRED**

**If requesting a ballot designation**

Proposed Ballot Designation(s): \_\_\_\_\_  
Alternative Ballot Designation(s) 1: \_\_\_\_\_  
Alternative Ballot Designation(s) 2: \_\_\_\_\_

In the space provided:

(a) Describe why you believe you are entitled to complete a proposed ballot designation.  
(b) If your proposed ballot designation contains (1) separating words in your ballot designation for separate printed profession(s), vocation(s), or occupation(s) (collectively known as "PVO"), complete a justification section for each separate PVO.  
(c) Attach any documents or exhibits that you believe support your proposed ballot designation.  
(d) If using the title of an elective office, attach a copy of your certificate of election or appointment.  
(e) Any supporting documents will not be returned to you. Do not submit originals.

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

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Candidates may choose a ballot designation that describes their current profession, vocation, occupation or elected office title. A ballot designation appears below the candidate’s name on the ballot.

A ballot designation is **optional**. Candidates selecting to have a ballot designation must file a Ballot Designation Worksheet and include their chosen ballot designation on their Declaration of Candidacy. **All fields** on the Ballot Designation Worksheet must be completed. For more information regarding ballot designations, please see **Section 3**.



# Statement of Economic Interests – Form 700 G.C. §§87201, 87202, 87203, 91000 Et Seq

All candidates running for an office designated in a conflict of interest code, and all elected offices listed in Government Code Section 87200, must file a Statement of Economic Interests (Form 700).

Candidates and elected officeholders for those offices listed in Government Code Section 87200 are required to file a Form 700 at full disclosure. Those elected offices not listed in Government Code Section 87200 must file a Form 700 at the disclosure level specified in the jurisdiction’s Conflict of Interest Code.

Each candidate must file a Form 700 when they file their Declaration of Candidacy. The “Candidate” Form 700 should include disclosure information for the 12-month period prior to the date of filing.

A “Candidate” Form 700 is not required if the candidate has filed a Form 700 for the same jurisdiction within 60 days prior to the filing of their Declaration of Candidacy.

Elected candidates must also file an “Assuming Office” Form 700 statement within 30 days of assuming office.

Any person who knowingly or willfully violates any provision of this act is guilty of a misdemeanor. Violation of this article is punishable by prosecution, injunction or late penalties.

As required, original Candidate Form 700s for multi-county district candidates will be sent to the Fair Political Practices Commission and the County Elections Division will retain a copy.

## Candidate’s Statement of Qualifications

Filing a Candidate’s Statement of Qualifications (candidate statement) is **optional** and **subject to a filing fee**. If a candidate chooses to file a candidate statement, the hardcopy of the statement and the required filing fee are due at the time the Declaration of Candidacy is filed.

Filed candidate statements may be withdrawn, but not changed, no later than 5:00 p.m. on **August 12, 2024**.

In the event a qualified incumbent does not file by the candidate filing deadline, the extension deadline to file the Declaration of Candidacy and other filing forms including the candidate statement is 5:00 p.m. on **August 14, 2024**.

More information about candidate statements may be found in **Section 4**.



## **Agent Authorization to Pick Up and/or File Nomination Documents**

Candidates may authorize an agent to pick up all or any of their candidate filing forms, including their Declaration of Candidacy, by completing the Authorization to Pick-Up and/or File Nomination Documents (Agent Authorization) request form. The Authorization to Pick/Up and/or File Nomination Documents is available on the County Elections Division website at [sbcvote.com](http://sbcvote.com).

If a candidate is unable to be present in the County Elections Division to file their Declaration of Candidacy, a candidate may designate, by use of the authorization form, an agent to pick up and deliver the document to the candidate to be executed. The completed Declaration of Candidacy must be received by the County Elections Division (in-person or by certified mail) by 5:00 p.m. on the filing deadline of **August 9, 2024**, unless the office goes into extension. In this event, the filing deadline will move to 5:00 p.m. on **August 14, 2024**. Postmarks will not be accepted. E.C. § 8028(b)

Election law does not specifically prohibit another person from filing a Declaration of Candidacy for a candidate. However, the County Elections Division strongly recommends that candidates file in-person for the following reasons:

1. The oath, or affirmation, which is a part of the Declaration of Candidacy form, must be administered by a County Elections Division clerk or a California Notary Public.\* It is much easier for a candidate to file in-person and have the oath administered at the time they file; and,
2. The signature of the candidate (as well as other information) is required on many documents involved in the nomination process. If through an oversight the Declaration of Candidacy is incomplete, the problem can easily be rectified when the candidate files in-person.

\*Election Code 8040 allows some exceptions. Please see the code and contact the County Elections Division for more information.

### **Deployed Active Military - Agent Authorization E.C. § 202**

A person who is deployed on active military service outside of California and is unable to appear in-person to file a Declaration of Candidacy, Nomination Papers, or any other paper necessary to run for office may have their forms completed and filed by an attorney-in-fact who is commissioned and empowered in writing for that purpose through a power of attorney.

At the time of filing the Declaration of Candidacy, the attorney-in-fact shall present the original power of attorney duly signed by the deployed person. The power of attorney shall state the office that the deployed person is seeking, including the district number, if any, and shall include a declaration that the deployed person meets the statutory and constitutional qualifications for office that they are seeking and that if nominated the deployed person will accept the nomination and will not withdraw. The power of attorney shall further state that the power of attorney is solely for the purpose of authorizing the attorney-in-fact to file a declaration or papers necessary to run for office. The original or a copy of the power of attorney shall be filed with and attached to the declaration or papers.

## SECTION 3 – Candidate Name on Ballot and Ballot Designation

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### Candidate Name and Order on Ballot

A candidate's name will be printed on the official ballot exactly as it appears on the Declaration of Candidacy. A candidate's ballot name should be recognized as the name under which the candidate is registered; however, the following name variations are permitted:

- First, middle, and last names. Example: John James Doe or John Doe
- First and middle initials and last name. Example: John J. Doe, J.J. Doe, or J. James Doe
- A short version of the first name. Example "Jim" for James or "Katie" for Kathryn
- A nickname designated with parentheses ( ) or quotation marks "".

Example John "Jon-Jon" Doe

Legal name changes within one year of any election may only appear on the ballot if the change was made by marriage or court decree. E.C. § 13104

No degrees or titles are allowed in the ballot name, such as Mr., Ms., Dr., or PhD. E.C. § 13106

### Randomized Alphabet Drawing

On the 82<sup>nd</sup> day prior to election day, the Secretary of State will conduct a drawing of the letters of the alphabet, the result of which is known as a randomized alphabet. The resulting randomized alphabet determines the order of all candidates' names on the ballot. If two or more candidates for the same office have the same first letter in their last name, the subsequent letters in the last name will determine the order. For example, if two candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letters M and R were drawn in the randomized alphabet drawing. E.C. §§ 13112, 13113

### Ballot Designation

Candidates may choose a designation that describes their current profession, vocation, occupation or incumbency status, if applicable. The ballot designation appears below a candidate's name on the ballot.

A ballot designation is **optional**. Candidates selecting to have a ballot designation must provide it on their Declaration of Candidacy and file a **Ballot Designation Worksheet**. If a Ballot Designation Worksheet is not filed by a candidate wishing to have a ballot designation, no designation will appear on the ballot.

The Ballot Designation Worksheet must be filed the same time a candidate files their Declaration of Candidacy. Candidates are encouraged to attach any documents or exhibits that support their proposed ballot designation. Examples of supporting documents may include a copy of the certificate of election or appointment or copies of credential(s) or certificate(s).

Upon filing, the Ballot Designation Worksheet becomes public record, and may not be changed by the candidate after the filing deadline. Candidates and other interested persons may view or request a copy of a filed Ballot Designation Worksheet from the County Elections Division.

If no ballot designation is desired, the candidate must print "NONE" and initial in the space provided on the Declaration of Candidacy. Candidates electing to not have a ballot designation are not required to file the Ballot Designation Worksheet.

## Acceptable Ballot Designations

1. **Elected Office Title:** Words designating the elective office which the candidate holds at the time of filing the Declaration of Candidacy.
2. **Incumbent:** The word “Incumbent” may be used if the candidate is a candidate for the same office, which they hold at the time of filing the Declaration of Candidacy, and was elected to that office by a vote of the people.

**NEW:** Effective January 1, 2024, pursuant to Elections Code Section 13107, a candidate shall not use the word “incumbent” if the candidate was elected to their office in an at-large election and is a candidate in a district-based election.

3. **Appointed Incumbent:** The phrase “Appointed Incumbent” may be used if a candidate was appointed to the office they currently hold and are seeking election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” A candidate may also use the word “appointed” and the office title if seeking election to the same office or different office.
4. **Current Profession, Vocation, or Occupation:** No more than three words to describe either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of the Declaration of Candidacy. Geographical names and hyphenated words that have appeared in the dictionary within 10 years preceding the election are considered one word. Forward slashes must be used to distinguish between separate professions, vocations, or occupations.

## Unacceptable Ballot Designations and Rejection Process

Pursuant to Elections Code Section 13107(e) ballot designations will not be accepted if the designation:

1. Misleads the voter.
2. Suggests an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
3. Abbreviates the word “retired” or places it following any other word or words, which it modifies.
4. Uses a word or prefix, such as “former” or “Ex-,” which means a prior status. The exception is the use of the word “retired.”
5. Uses the name of any political party, whether or not it has qualified for the ballot.
6. Uses a word or words referring to a racial, religious, or ethnic group.
7. Refers to any activity prohibited by law.

Ballot designations that include commercial identification information such as trademarks or designations that include specific business, foundation, or organization names will not be accepted. Candidates should review the California Administrative Code of Regulations sections 20710-20719 for additional applicable ballot designation requirements.

If the selected ballot designation is in violation of any of the restrictions set forth by Elections Code, the candidate will be notified by the County Elections Division by registered or certified mail with return receipt requested. The notice will be mailed to the candidate at the mailing address provided on the candidate’s Ballot Designation Worksheet.

The candidate shall, within three days, excluding Saturday, Sunday and state holidays, from the date of receipt of the notice, appear before the County Elections Division and provide an alternate designation. If an alternate designation is not provided within the time allowed, no designation will appear on the ballot. E.C. § 13107(f)

## Format Standards

Candidates are strongly encouraged to consider ballot space limitations when choosing a longer ballot designation that may otherwise be permitted by law.

In most cases, the selected ballot designation will be printed in 8-point uppercase and lowercase type set. If the ballot designation is so long that it would conflict with the space requirements of Election Code Sections 13207 and 13211, the County Elections Division may use a type size sufficiently smaller to meet these requirements.

See **Appendix D** for a sample of the Ballot Designation Worksheet and applicable ballot designation Elections Codes. To review the California Administrative Code of Regulations, visit the Secretary of State's website at [sos.ca.gov](https://sos.ca.gov).

## SECTION 4 – Candidate’s Statement of Qualifications

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Filing a Candidate’s Statement of Qualifications (candidate statement) is **optional and subject to a filing fee**. If a candidate chooses to file a candidate statement, the hardcopy of the statement and **the required filing fee are due at the time the Declaration Candidacy is filed**.

Checks for candidate statement fees should be made payable to the **County of Santa Barbara Registrar of Voters**. **Credit cards and debit cards are not accepted**.

Once filed, candidate statements cannot be changed. Filed candidate statements remain confidential until the close of the candidate filing period. Following the close, filed candidate statements are subject to a 10-day public exam period.

### **Cost and Word Limits**

See **Appendix C** for the estimated candidate statement cost and word limit for each office up for election.

#### How the Fee is Calculated E.C. § 13307

The fee to file a candidate statement in the County Voter Information Guide is determined by the County Elections Division and is an estimated cost based on various factors. These factors include printing costs, the number of guides printed for each ballot type, and the number of voters registered in the jurisdiction. Additionally, pursuant to the Federal Voting Rights Act, the County of Santa Barbara is required to print all voter information in English and Spanish. The estimated cost includes the approximate fee to translate and print the candidate statement in both English and Spanish.

The estimated cost is determined prior to all information being available and the actual cost may vary depending on the final number of published candidate statements for each office. Approximately 30 days following the election, candidates may be billed for additional cost or receive a refund of surplus money collected.

#### Indigent Status E.C. § 13309

If a candidate alleges to be indigent and unable to pay in advance the fee for submitting a candidate statement, the candidate may submit a statement of financial worth with their candidate statement. If it is determined that the candidate is indigent, the candidate statement will be printed in the County Voter Information Guide, and payment arrangements may be made. If the determination is made that the candidate is not indigent, the candidate shall withdraw the statement or pay the requisite fee within three days of notification, excluding Saturdays, Sundays and State holidays.

For more information regarding filing for indigent status, please call (805) 696-8957.

## Content Standards

Candidate statements may include the name, age (optional), occupation (may vary from the ballot designation but is limited to five (5) words), and a brief description of the candidate's education and qualifications.

A candidate statement is limited to a recitation of the candidate's own personal background and qualifications. The statement shall "not make in any way reference to other candidates for that office or to another candidate's qualifications, character, or activities." For Non-Partisan offices, the statement shall not include the party affiliation of the candidate, or membership or activity in partisan political organizations. E.C. §§ 13307(a), 13307.5, 13308

Once the candidate statement is filed, no changes can be made. The candidate statement may be withdrawn, but not changed, no later than 5:00 p.m. of the next working day after the close of the candidate filing period. E.C. § 13307(a)(3)

Pursuant to Elections Code Section 13308, improper language that makes any reference to another candidate or to another candidate's qualifications, character, or activities will be removed. In such instances, the candidate will be notified and the improper language will not be included in the printed candidate statement.

## Format and Style Standards

Candidates choosing to submit a candidate statement must file an **electronic** and **signed hard copy** of the statement on the form provided by the County Elections Division. The electronic copy must be emailed to [candidatefiling@countyofsb.org](mailto:candidatefiling@countyofsb.org) as an attached Microsoft Word document or embedded within the body of the email. The electronic copy of the candidate statement should be emailed on the same day as filing the hard copy.

The original signed hard copy of the candidate statement is the official nomination document. If necessary, the submitted electronic version will be edited to match the original hard copy prior to publication in the County Voter Information Guide.

The candidate statement **must** be typed and printed in uniform type, size, spacing and darkness. Additionally, statements **must be in first person, single spaced, and in block paragraph format.**

The following **are not** permitted:

- Handwritten statements
- Copies from a fax machine
- Extra exclamation points!!!
- Stars, bullets, or asterisks\*
- Graphics or *Italics*
- Underlining or **Bolding**
- USE OF UPPER CASE FOR EMPHASIS

Candidate statements must fit on one-quarter of a County Voter Information Guide page (approximately an 8½ by 11-inch page). Submitted candidate statement that do not fit within this limitation will be adjusted by the County Elections Division to fit within the space allotted.

**IMPORTANT:** The County Elections Division does not proof for spelling, punctuation or grammar errors; therefore, candidates are advised to carefully check their statements prior to filing. Candidate statements are printed exactly as submitted, including errors.



## **Word Counting Guidelines E.C. § 9**

The counting of words is governed by Elections Code Section 9:

- (a) Counting of words, for purposes of this code, shall be as follows:
- (1) Punctuation is not counted.
  - (2) Each word shall be counted as one word except as specified in this section.
  - (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
  - (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
  - (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
  - (6) Dates shall be counted as one word.
  - (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
  - (8) Telephone numbers shall be counted as one word.
  - (9) Internet website addresses shall be counted as one word.
- (b) This section does not apply to counting words for ballot designations under Section 13107.

## **Candidate Statement Withdrawal Process**

Once the candidate statement is filed, no changes can be made. The statement may be withdrawn, but not changed, during the candidate filing period and no later than 5:00 p.m. of the next working day after the close of the candidate filing period. E.C. § 13307(a)(3)

Candidates who choose to withdraw their filed candidate statement must complete and file a Candidate Statement Withdrawal Request form by the deadline. The Candidate Statement Withdrawal Request form is available upon request from the County Elections Division, and may be submitted in-person, by fax, or by email. Refund checks for the candidate statement fee collected at the time of filing will be issued approximately 30 to 45 days following the close of the nomination period. Refund checks will be mailed to the mailing address provided on the candidate's Candidate Statement Filing Acknowledgment and Receipt.

## SECTION 5 – Political Campaign Laws and Regulations

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The code references and information below is provided as a resource and is not legally sufficient. In case of conflict, the law, regulation, or rule will apply.

### **Election Law and Regulations Resources**

A copy of the Elections Code is available for viewing at the County Elections Division offices or may be found by visiting the Official California Legislative Information site at [leginfo.legislature.ca.gov](http://leginfo.legislature.ca.gov). A copy of the Business and Professions Code and the Government Code may also be found at this website.

A copy of the United States Constitution may be found on various government websites including the United States Senate official website at [senate.gov](http://senate.gov).

The California Code of Administrative Regulations may be found on the Secretary of State's website at [sos.ca.gov/administration/regulations/current-regulations](http://sos.ca.gov/administration/regulations/current-regulations).

Resources overviewing the Political Reform Act that includes regulations governing campaign disclosure and campaign advertising may be found on the Fair Political Practices Commission FPPC's website at [fppc.ca.gov](http://fppc.ca.gov).

### **Political Signs**

#### Temporary Political Signs Section 5405.3 of the State of California Outdoor Advertising Act

Nothing in this chapter, including, but not limited to, B.P.C. § 5405, shall prohibit the placing of temporary political signs, unless a federal agency determines that such placement would violate federal regulations. However, no such sign shall be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway. A temporary political sign is a sign which:

- a) Encourages a particular vote in a scheduled election.
- b) Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- c) Is no larger than 32 square feet.
- d) Has had a statement of responsibility filed with the department (Caltrans) certifying a person who will be responsible for removing the temporary political sign and who will reimburse the department for any cost incurred to remove it.

Placement of Political Signs may be regulated by the state, county, or city depending upon the location of the signs:

- State – Refer to the Department of Transportation website at [www.dot.ca.gov](http://www.dot.ca.gov) or by phone at (916) 654-5266
- County – Refer to Chapter 35, Article 1, of the County of Santa Barbara Code by going to this link: [library.municode.com/ca/santa\\_barbara\\_county/codes/code\\_of\\_ordinances](http://library.municode.com/ca/santa_barbara_county/codes/code_of_ordinances)
- Candidates should speak with the County Zoning Administrator to be certain that signs comply with county requirements: (805) 568-2090.
- Cities – If the sign is placed within city boundaries, please contact the City Attorney's Office for the city in which the sign would be placed.

## **Reporting Campaign Complaints**

The County Elections Division is not an enforcement agency and is therefore unable to investigate any violations. Individuals who would like to report a violation(s) will be referred to one of the agencies listed below.

The following is a list of agencies that may be contacted regarding possible election violations or fraud:

1. Fair Political Practices Commission: [fppc.ca.gov](http://fppc.ca.gov) or (866)275-3772 to contact the Enforcement Division for violations of the Political Reform Act, (e.g. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, and disclosure of economic interests).
2. California Secretary of State: [sos.ca.gov](http://sos.ca.gov) or (916) 657-2166 for election fraud.
3. California State Attorney General: [oag.ca.gov](http://oag.ca.gov) or (800) 952-5225 or the County District Attorney at (805) 568-2300 for open meeting laws, unlawful use of public funds, violations of the California Elections Code, the Penal Code, or any laws other than those governed by the Political Reform Act.
4. Federal Election Commission: [fec.gov](http://fec.gov) or (800) 424-9530 for federal campaign complaints (e.g. Congressional, U.S. Senate, and President of the United States).
5. County of Santa Barbara District Attorney: (805) 568-2300 for election fraud, enforcement of local ordinances, vandalism, or requirements concerning campaign signs. If the violation has occurred within city boundaries contact the City Attorney's Office for that city.

There is no agency enforcement that deals with false or misleading campaign materials. These issues must be handled through the local court system.

## SECTION 6 – Write-In Candidate Filing Information

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A person who has not filed to be a candidate during the candidate filing period may still be elected to office as a write-in candidate. The write-in candidate filing period will only apply to school and special district contests that will appear on the ballot.

WRITE-IN CANDIDATE FILING PERIOD		
General Election		
<b>September 9, 2024, to October 22, 2024</b>	E-57 - E-14	First and last day of the write-in candidate filing period. Write-in candidates must submit the Statement of Write-In Candidacy and other required forms to the County Elections Division by 5:00 p.m. on <b>October 22, 2024</b> .

### Write-In Candidate Filing Requirements

There is no filing fee for write-in candidates. In order to qualify as a certified write-in candidate at the district election, the prospective candidate must file a Statement of Write-In Candidacy.

E.C. §§ 8600, 8604

#### Statement of Write-In Candidacy

The Statement of Write-In Candidacy shall include the following information:

- Candidate's name.
- Residence address.
- A declaration by the candidate stating that they are a write-in candidate.
- The title of the office for which they are seeking.
- The date of the election.

#### Additional Filing Requirements

Write-in candidates are also subject to filing the following required and optional documents:

- Statement of Economic Interests - Form 700 (Required) – See **Section 2** for more information
- Code of Fair Campaign Practices (Optional) - See **Section 2** for more information.
- Campaign Finance Disclosure Statements - See **Section 2** for more information.



## APPENDIX A – Offices to be Filled

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# Offices to be Filled

## November 5, 2024, Presidential General Election

The County Elections Division is currently in the process of receiving information, including offices to be filled, from local school and special districts. After July 3, 2024, this section will be updated once all districts report the offices to be filled at the November 5, 2024, Presidential General Election.

### School Districts

<b>District</b>	<b>District's Governing Board</b>	<b>Term Start Date</b>
Allan Hancock Joint Community College District	TBD	December 13, 2024
Ballard School District	TBD	December 13, 2024
Blochman Union School District	TBD	December 13, 2024
Buellton Union School District	TBD	December 13, 2024
Carpinteria Unified School District	TBD	December 13, 2024
Cold Spring School District	TBD	December 13, 2024
College School District	TBD	December 13, 2024
Cuyama Joint Unified School District	TBD	December 13, 2024
Goleta Union School District	TBD	December 13, 2024
Guadalupe Union School District	TBD	December 13, 2024
Hope School District	TBD	December 13, 2024
Lompoc Unified School District	TBD	December 13, 2024
Los Olivos School District	TBD	December 13, 2024
Montecito Union School District	TBD	December 13, 2024
Orcutt Union School District	TBD	December 13, 2024
Santa Barbara Community College District	TBD	December 13, 2024
Santa Barbara County Board of Education	TBD	December 13, 2024
Santa Barbara Unified School District	TBD	December 13, 2024
Santa Maria Joint Union High School District	TBD	December 13, 2024
Santa Maria-Bonita School District	TBD	December 13, 2024
Santa Ynez Valley Union High School District	TBD	December 13, 2024
Solvang School District	TBD	December 13, 2024
Vista Del Mar Union School District	TBD	December 13, 2024

## Special Districts

<b>District</b>	<b>District's Governing Board</b>	<b>Term Start Date</b>
Carpinteria Sanitary District	TBD	December 6, 2024
Carpinteria Valley Water District	TBD	December 6, 2024
Carpinteria-Summerland Fire Protection District	TBD	December 6, 2024
Casmalia Community Services District	TBD	December 6, 2024
Cuyama Community Services District	TBD	December 6, 2024
Cuyama Valley Recreation District	TBD	December 6, 2024
Embarcadero Municipal Improvement District	TBD	December 6, 2024
Goleta Sanitary District	TBD	December 6, 2024
Goleta Water District	TBD	December 6, 2024
Goleta West Sanitary District	TBD	December 6, 2024
Isla Vista Community Services District	TBD	December 6, 2024
Isla Vista Recreation and Park District	TBD	December 6, 2024
Lompoc Valley Medical Center	TBD	December 6, 2024
Los Alamos Community Services District	TBD	December 6, 2024
Los Olivos Community Services District	TBD	December 6, 2024
Mission Hills Community Services District	TBD	December 6, 2024
Montecito Fire Protection District	TBD	December 6, 2024
Montecito Sanitary District	TBD	December 6, 2024
Montecito Water District	TBD	December 6, 2024
Santa Maria Public Airport District	TBD	December 6, 2024
Santa Maria Valley Water Conservation District	TBD	December 6, 2024
Santa Ynez Community Services District	TBD	December 6, 2024
Santa Ynez River Water Conservation District	TBD	December 6, 2024
Santa Ynez River Water Conservation District Improvement District No. 1	TBD	December 6, 2024
Summerland Sanitary District	TBD	December 6, 2024
Vandenberg Village Community Services District	TBD	December 6, 2024





# APPENDIX B – Calendar of Events

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# Calendar of Events

## November 5, 2024, Presidential General Election

### Candidate Filing Key Dates and Events

EVENT	DEADLINE
<b>Candidate Filing Period</b> (ALL candidates <b>must</b> file a Declaration of Candidacy and other required forms)	<b>July 15, 2024 – August 9, 2024</b> (E-113 to E-88)
<b>Candidate Statement Period for County Voter Information Guides</b>	<b>July 15, 2024 – August 9, 2024</b> (E-113 to E-88)
<b>Candidate Statement Withdrawal Deadline</b> Last day a candidate may withdraw their candidate statement. This deadline does not apply to offices in extension.	<b>August 12, 2024</b> (E-85)
<b>Candidate Statement Public Exam Period</b> 10-day public exam period of filed candidate statements. Does not include statements for offices in extension.	<b>August 10, 2024 – August 19, 2024</b> (E-87 to E-78)
<b>Candidate Filing Extension Period</b> Occurs in the event an incumbent fails to file their Declaration of Candidacy by 5pm on the normal filing deadline.	<b>August 10, 2024 – August 14, 2024</b> (E-87 to E-83)
<b>Candidate Statement Withdrawal Extension Deadline</b> Last day a candidate for an office in extension may withdraw their candidate statement.	<b>August 15, 2024</b> (E-82)
<b>Determination of school and special district offices to be on or off ballot</b> If by 5pm on this day, there is only one candidate or an insufficient number of candidates for an office to be filled, and no petition is filed, it may be determined that the office will be off the ballot.	<b>August 14, 2024</b> (E-83)
<b>Candidate Statement Public Exam Period - Extended Offices</b> 10-day public exam period of filed candidate statements for offices in extension.	<b>August 15, 2024 – August 24, 2024*</b> (E-82 to E-73*)
<b>Randomized Alphabet Drawing</b> (Secretary of State's Office & County Elections Division)	<b>11am on August 15, 2024</b> (E-82)
<b>Write-In Candidate Filing Period</b>	<b>September 9, 2024 – October 22, 2024</b> (E-57 to E-14)

\*Date falls on a weekend or state holiday; and the deadline does not move forward to the next business day.

\*\*Date falls on a weekend or state holiday; and moves forward to the next business day.

## Campaign Disclosure Key Dates and Events

EVENT	DEADLINE
<b>Semi-Annual Campaign Disclosure Statement Filing</b> (Form 460)	<b>July 31, 2024</b>
<b>24hr Campaign Disclosure-Contribution Report Filing period</b> (Election cycle reports file Form 497 within 24hrs)	<b>August 7, 2024 – November 5, 2024</b>
<b>1<sup>st</sup> Pre-Election Campaign Disclosure Statement Deadline</b> (Form 460 or 470) Reporting period July 1 to September 21	<b>September 26, 2024</b>
<b>2<sup>nd</sup> Pre-Election Campaign Disclosure Statement Deadline</b> (Form 460) Reporting period September 22 to October 19	<b>October 24, 2024</b>
<b>Semi-Annual Campaign Disclosure Statement Filing</b> (Form 460)	<b>January 31, 2025</b>

## Voter Key Dates and Events

EVENT	DEADLINE
<b>Military and Overseas Voter Mailing of Official Ballots Period</b>	<b>September 6, 2024 – September 21, 2024*</b> (E-60 to E-45*)
<b>County and State Voter Information Guide Mailing Period Begins</b>	<b>September 26, 2024</b> (E-40)
<b>Mailing of Official Ballots</b> (No later than this date, the County Elections Division will begin mailing each registered voter a vote-by-mail ballot. The vote-by-mail ballot may be mailed earlier and before the County Voter Information Guide)	<b>October 7, 2024</b> (E-29)
<b>Close of Registration</b>	<b>October 21, 2024</b> (E-15)
<b>Conditional Voter Registration Period</b>	<b>October 22, 2024 – November 5, 2024</b> (E-14 to Election Day)
<b>Last Day to Request Vote-by-Mail Ballot</b>	<b>October 29, 2024</b> (E-7)
<b>Election Day</b>	<b>November 5, 2024</b> Polls open 7am to 8pm

\*Date falls on a weekend or state holiday; and the deadline does not move forward to the next business day.

\*\*Date falls on a weekend or state holiday; and moves forward to the next business day.

## Canvass Key Dates and Events

EVENT	DEADLINE
<b>Canvass Begins</b>	<b>November 7, 2024</b> (E+2)
<b>1% Manual Tally Drawing</b>	<b>11am on November 7, 2024</b> (E+2)
<b>Postmarked Vote-by-Mail Ballot Deadline</b>	<b>November 12, 2024</b> (E+7)
<b>Unsigned and Non-Matching Signature Statement Deadline</b>	<b>Must be received two days prior to certification</b>
<b>Official Canvass Deadline</b>	<b>December 5, 2024</b> (E+30)

\*Date falls on a weekend or state holiday; and the deadline does not move forward to the next business day.

\*\*Date falls on a weekend or state holiday; and moves forward to the next business day.

# APPENDIX C – Candidate Statement Cost and Word Limits

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# Candidate Statement Cost and Word Limits

## Coming Soon!

The County Elections Division is currently in the process of receiving information from local school and special districts. This appendix will be updated once all districts have filed documents for the November 5, 2024 Presidential General Election.

# APPENDIX D – Ballot Designation Worksheet Example

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**California Secretary of State  
BALLOT DESIGNATION WORKSHEET**

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

This entire form **must be completed**, or it will not be accepted, and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write "N/A" in the space provided, otherwise the information **MUST** be provided. **UPON FILING, THIS WORKSHEET WILL BE A PUBLIC DOCUMENT.**

**Candidate Information**

1

Candidate Name: \_\_\_\_\_

Office: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone Number(s)  
Business: \_\_\_\_\_ Home/Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**Attorney or Other Authorized Person Information**

2

Attorney Name (or other person authorized to act on your behalf): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s)  
Business: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

**You may select as your ballot designation one of the following designations:**

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("/)].
- (b) The full title of the public office you currently occupy and to which you were elected.
- (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- (e) "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

**Proposed Ballot Designation(s)**

3

Proposed Ballot Designation(s): \_\_\_\_\_

Alternate Ballot Designation(s) 1: \_\_\_\_\_

Alternate Ballot Designation(s) 2: \_\_\_\_\_

**If your proposed ballot designation is pursuant to Elections Code § 13107(a)(3):**

The professions, vocations or occupations relied upon to support my proposed ballot designation(s) constitute my primary, main or leading professions, vocations or occupations. **Initial** \_\_\_\_\_

**Translation of Proposed Designation:** Gender specific translations will default to the masculine form for uniformity in translation unless you specify otherwise: ( ) Masculine ( ) Feminine

**In the spaces provided on the next page(s):**

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes ("/) separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation. **(Note: It is not necessary to provide copies of Certificates of Election if you are currently a seated member for a voter-nominated office).**
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. **Do not submit originals.**

**It is your responsibility to justify your proposed ballot designation and to provide all requested details.**



California Secretary of State
BALLOT DESIGNATION WORKSHEET

November 5, 2024, General Election (Elections Code §§ 13107, 13107.3, 13107.5; California Code of Regulations § 20711)

Page 2

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved.

If your proposed ballot designation contains one or more slashes ("/") separating multiple principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.

Justification for use of 1st PVO:
Current or most recent job title: Start Date: End Date:
Employer Name or Business:
Person who can verify this information:
Name: Phone Number(s): Email:
Justification for use of 2nd PVO:
Current or most recent job title: Start Date: End Date:
Employer Name or Business:
Person who can verify this information:
Name: Phone Number(s): Email:
Justification for use of 3rd PVO:
Current or most recent job title: Start Date: End Date:
Employer Name or Business:
Person who can verify this information:
Name: Phone Number(s): Email:

Justification for use of Proposed Ballot Designation(s)
If you are proposing alternate ballot designations, please provide justification for use of those on Page 3.

4

Before signing below, answer/initial the following questions. Does your proposed ballot designation:

- 1) Use only a portion of the title of your current elected office?
2) Non-judicial candidates: Use only the word "Incumbent" for an elective office to which you were appointed?
3) Use more than three total words for your principal professions, vocations, or occupations?
4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent?
5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation, or occupations?
6) Abbreviate the word "retired"?
7) Place the word "retired" after the words it modifies? Example: Accountant, retired
8) Use a word or prefix (except "retired") such as "former" or "ex-" to refer to a former profession, vocation, or occupation?
9) Use the word "retired" along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher
10) Use the name of a political party or political body?
11) Refer to a racial, religious, or ethnic group?
12) Refer to any activity prohibited by law?

If the answer to any of these questions is "yes," your proposed ballot designation is likely to be rejected.

X [Redacted Signature Line]

Candidate's Signature

Date Signed: Month/Day/Year

For your reference, attached are Elections Code sections 13107, 13107.3, and 13107.5, and California Code of Regulations (CCR), title 2, section 20711. You also may wish to consult CCR, title 2, sections, 20712-20719 (found at www.sos.ca.gov).



COMPLETE THIS PAGE ONLY IF one or more **Alternate Ballot Designation(s)** are provided. If this page is not applicable, **please initial:** \_\_\_\_\_.

Justification for  
Alternate Ballot  
Designation(s) 1

A

<b>Justification for use of 1<sup>st</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:
<b>Justification for use of 2<sup>nd</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:
<b>Justification for use of 3<sup>rd</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:

Justification for  
Alternate Ballot  
Designation(s) 2

B

<b>Justification for use of 1<sup>st</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:
<b>Justification for use of 2<sup>nd</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:
<b>Justification for use of 3<sup>rd</sup> PVO:</b>		
Current or most recent job title:	Start Date:	End Date:
Employer Name or Business:		
<b>Person who can verify this information:</b>		
Name:	Phone Number(s):	Email:



**For your reference, the relevant provisions of Elections Code section 13107 are reproduced below:**

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which the candidate was elected by vote of the people.

(2) The word "incumbent" if the candidate is a candidate for the same office which the candidate holds at the time of filing the nomination papers, and was elected to that office by a vote of the people. A candidate shall not use the word "incumbent" if the candidate was elected to their office in an at-large election and is a candidate in a district-based election.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which the candidate holds and to which the candidate was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word "incumbent" if the candidate is a candidate for the same office that the candidate holds at the time of filing the nomination papers.

(C) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

(2) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

(B) One of the following ballot designations: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of the candidate's principal professions shall use one of the following ballot designations as the candidate's ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not accept a designation of which any of the following would be true:



- (1) It would mislead the voter.
  - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
  - (3) It abbreviates the word “retired” or places it following any word or words which it modifies.
  - (4) It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
  - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
  - (6) It uses a word or words referring to a racial, religious, or ethnic group.
  - (7) It refers to any activity prohibited by law.
- (f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate’s ballot designation worksheet.
- (1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date the candidate receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).
  - (2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate’s name.
- (g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
- (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.
- (j) If a foreign language translation of a candidate’s designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

**For your reference, Elections Code section 13107.3 is reproduced below:**

- (a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate’s name on the ballot.

**For your reference, Elections Code section 13107.5 is reproduced below:**

- (a) A candidate’s ballot designation as “community volunteer” shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:
- (1) A candidate’s community volunteer activities constitute his or her principal profession, vocation, or occupation.
  - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
  - (3) A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.



For your reference, California Code of Regulations section 20711 is reproduced below:

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.



# APPENDIX E – Candidate Filing Forms Checklist

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# Candidate Filing Forms Checklist

November 5, 2024, Presidential General Election

DOCUMENT		FILING PERIOD OR DEADLINE	FILED
<b>Declaration of Candidacy</b>	Required	<b>July 15, 2024 to August 9, 2024</b>  Filed at the same time as the Declaration of Candidacy.	
<b>Ballot Designation Worksheet</b>	Optional (Required if requesting a Ballot Designation)		
<b>Statement of Economic Interests (Form 700)</b>	Required		
<b>Code of Fair Campaign Practices Form</b>	Optional		
<b>Candidate's Statement of Qualifications</b>	Optional	<b>July 15, 2024 to August 9, 2024</b> If filed, it must be filed at the same time as the Declaration of Candidacy and if applicable a check for the filing fee must be also be provided.	
<b>Candidate Intention Statement (Form 501)</b>	Refer to Instructions on Form	Must be filed before a candidate solicits or receives any contributions or before they make expenditures from personal funds on behalf of their candidacy.	
<b>Campaign Disclosure Statements (Form 410 or 470)</b>	Refer to Instructions on Form	Form 410 – Refer to instructions on form Form 470 - By September 26, 2024	
<b>Pre-Election Campaign Statements (Form 460)</b>	Refer to Instructions on Form	1 <sup>st</sup> Statement September 26, 2024 2 <sup>nd</sup> Statement October 24, 2024	
<b>Late Contribution &amp; Independent Expenditures (Form 497 &amp; Form 496)</b>	Refer to Instructions on Form	Filing period August 7, 2024 – November 5, 2024	

# APPENDIX F – FPPC Schedules and Additional Information

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STATE OF CALIFORNIA

FAIR POLITICAL PRACTICES COMMISSION

## Local Candidate/Committee Checklist

### File Form 501 (Candidate Intention)

You must file [Form 501](#) before soliciting, raising or spending any money in connection with your election. The only exception to this requirement is if you use personal funds to pay a filing fee or ballot statement fee.

## Candidates Raising and Spending Less than \$2,000

### File Form 470 (Officeholder and Candidate Campaign Statement Short Form)

The [Form 470](#) is filed by candidates who do not have a controlled committee and do not anticipate receiving or spending \$2,000 or more, including personal funds, in a calendar year. These candidates generally do not file a Form 410 or other campaign statements or reports related to their campaign unless they receive or anticipate receiving or spending \$2,000 or more.

## Candidates Raising \$2,000 or More

### File Form 410 (Statement of Organization)

Once you receive or spend \$2,000 or more in a calendar year, you must file a [Form 410](#) as a recipient committee within 10 days of qualifying. File the original and one copy of the Form 410 with the Secretary of State and a copy with your local filing officer. The Secretary of State's address is on the Form 410.

### Open a Campaign Bank Account

All monetary contributions (including all personal funds you use for your campaign) must be deposited in the campaign bank account before being spent. Never deposit campaign contributions in your personal bank account.

### Committee Treasurer

The Act requires that every committee appoint a treasurer. The individual listed on the most recent Form 410 with the Secretary of State continues to be legally responsible until an amendment is filed to designate a new treasurer. Please note a candidate may act as his or her own treasurer.

### File Campaign Statements

You must file campaign statements ([Form 460](#)) disclosing the committee's activity during a specified period. Please access the Commission's filing schedules to find the schedule that applies to you/your election. Committees are required to file campaign statements as well as other reports including semi-annual campaign statements until the committee terminates.

### 24-Hour Reports

Within 90 days before the election, including the date of the election, if a committee receives a contribution(s) of \$1,000 or more from a single source, including loans from the candidate, the [Form 497](#) must be filed within 24 hours.

### Local Campaign Contribution Limits

Make sure you are aware of any local contribution limits before accepting contributions.

### After the Election

Following the election, your duty to file campaign statements continues until your committee terminates. In order to terminate, you must file a Form 460 with your local filing officer reporting a zero balance AND a Form 410 indicating the termination with the Secretary of State's Office and a copy with your local filing officer.

*This factsheet provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.*



STATE OF CALIFORNIA

FAIR POLITICAL PRACTICES COMMISSION

# Local Candidate/Committee Checklist

## Additional Resources and Helpful Links

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- [Campaign Manual 2 - For Local Candidates and their Controlled Committees](#)
- [All Campaign Forms](#)
- [Filing Schedules](#)
- [Fact Sheet on Terminating Your Committee](#)
- [Political Advertisement Disclaimers for Candidate Committees for their own Election](#)
- [Frequently Asked Questions on Campaign Activity](#)
- [Local Campaign Ordinances](#)
- [City and County Campaign Contribution Limits](#)

## Have Further Questions?

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Feel free to contact us by email at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) or by phone at 1-800-ASK-FPPC.  
Please note that our advice phone hours are 9:00 am – 11:30 am, Monday through Thursday.

*This factsheet provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.*

# Fair Political Practices Commission

## Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 5, 2024 Ballot

Deadline	Period	Form	Notes
Jul 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> </ul>
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 – 11/5/24	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 5, 2024, ballot.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.</li> </ul>
Sep 26, 2024 <i>1<sup>st</sup> Pre-Election</i>	7/1/24 – 9/21/24	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Oct 24, 2024 <i>2<sup>nd</sup> Pre-Election</i>	9/22/24 – 10/19/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>File by personal delivery or guaranteed overnight service. The committee may also file online, if available.</li> </ul>
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.</li> </ul>

### Additional Notes:

- **\*Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first-class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form [501](#):** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

## Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more, later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
  - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days..
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > Campaign Rules.



# APPENDIX G – Qualifications to Run and Hold Office

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# Qualifications to Run and Hold Office

## Coming Soon!

The County Elections Division is currently in the process of receiving information from local school and special districts. This appendix will be updated once all districts have filed documents for the November 5, 2024 Presidential General Election.

# **GOLETA WEST SANITARY DISTRICT**

**DATE: JULY 16, 2024**

**AGENDA ITEM 12**

## **COMMUNICATIONS**

### **Correspondence Sent:**

Sewer Availability Letter for 49-unit apartment complex at 60 Colusa Avenue  
Sewer Availability Letter for an ADU at 79 Placer Drive

### **Correspondence Received:**

GSD June 2024 Recycle Water Report  
County of Santa Barbara Housing Element Update (attached)  
CAMP Current Seven-Day Yield as of 7/11/24 (attached)  
PIMA/LAIF Performance as of 7/10/24 (attached)



# County of Santa Barbara Planning and Development

**Lisa Plowman, Director**

Jeff Wilson, Assistant Director

Elise Dale, Assistant Director

June 24, 2024

Brian McCarthy, General Manager/Superintendent  
Goleta West Sanitary District  
UCSB Campus  
Parking Lot 32  
Santa Barbara, CA 93106



RE: County of Santa Barbara 2023-2031 Housing Element Update

Dear General Manager McCarthy:

On December 5, 2023, the Board of Supervisors adopted the County of Santa Barbara 2023-2031 Housing Element Update. On January 22, 2024, the California Department of Housing and Community Development found the Housing Element Update in substantial compliance with State housing element law. The Housing Element Update's principal purpose is to accommodate existing and projected housing needs for all residents of the unincorporated county, including housing for lower-income households.

Government Code Section 65589.7 places certain requirements on the County and water and sewer providers regarding water and sewer services for proposed housing developments with units affordable to lower-income households. Specifically, Government Code Section 65589.7(a) requires that the County deliver the adopted Housing Element Update "to all public agencies or private entities that provide water or sewer services for municipal and industrial uses, including residential, within the territory of the legislative body." The County's adopted Housing Element Update is available on the County's Housing Element Update website: <https://www.countyofsb.org/3177/Housing-Element-Update>

Government Code Section 65589.7(a) also states, "Each public agency or private entity providing water or sewer services shall grant a priority for the provision of these services to proposed developments that include housing units affordable to lower income households." Furthermore, Government Code Section 65589.7(c) states,

A public agency or private entity that provides water or sewer services shall not deny or condition the approval of an application for services to, or reduce the amount of services applied for by, a proposed development that includes housing units affordable to lower income households unless the public agency or private entity makes specific written findings that the denial, condition, or reduction is necessary due to the existence of one or more of the following ...

Government Code Sections 65589.7(c)(1) through (5) list the conditions that may allow a public agency or private entity to deny or condition the approval of an application for water or sewer services.

Brian McCarthy  
June 24, 2024  
Page 2

Please contact Jessi Steele-Blossom, Planner, at (805) 884-8082, [jsteele@countyofsb.org](mailto:jsteele@countyofsb.org), or Allen Bell, Supervising Planner, at (805) 568-2056, [abell@countyofsb.org](mailto:abell@countyofsb.org), if you have any questions or need additional information.

Sincerely,

*Alex Tuttle*

Alex Tuttle, Deputy Director  
Long Range Planning Division

cc: Lisa Plowman, Director, Planning and Development Department

G:\GROUP\COMP\Comp Plan Elements\Housing\2024-32 Housing Element\Implementation\Program 15\Emailing Letters\Letter to Service Providers (June 2024) - Goleta West Sanitary District.docx



## Current Rate

Name	Date	Current Seven-Day Yield
California Asset Management Program	7/11/2024	5.43%

A summary of the CAMP Pool holdings as of the most recent month end is available upon request by calling CAMP at (800) 729-7665 or under the [Investor/Participant Resources](#) Section on this website.

### Current Annualized Yield

Past performance is not indicative of future results and yields may vary. The "current annualized yield" of the Pool may, from time to time, be quoted in reports, literature and advertisements published by the Trust. Current annualized yield represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one share at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by 365 and dividing the result by 7.

*CAMP® is a registered trademark and the CAMP logos and designs are trademarks owned by the California Asset Management Trust (Trust).*

*This information is for institutional investor use only, not for further distribution to retail investors, and does not represent an offer to sell or a solicitation of an offer to buy or sell any fund or other security. Investors should consider the Trust's investment objectives, risks, charges and expenses before investing in the Trust. This and other information about the Trust is available in the Trust's current Information Statement, which should be read carefully before investing. A copy of the Trust's Information Statement may be obtained by calling 1-800-729-7665 or is available on the Trust's website at [www.camponline.com](http://www.camponline.com). While the Cash Reserve Portfolio seeks to maintain a stable net asset value of \$1.00 per share and the CAMP Term Portfolio seeks to achieve a net asset value of \$1.00 per share at the stated maturity, it is possible to lose money investing in the Trust. An investment in the Trust is not insured or guaranteed by the Federal Deposit Insurance Corporation or any other government agency. Shares of the Trust are distributed by **PFM Fund Distributors, Inc.**, member Financial Industry Regulatory Authority (FINRA) ([www.finra.org](http://www.finra.org)) and Securities Investor Protection Corporation (SIPC) ([www.sipc.org](http://www.sipc.org)). PFM Fund Distributors, Inc. is an affiliate of PFM Asset Management LLC.*

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# PMIA/LAIF Performance Report as of 7/10/24



## Quarterly Performance Quarter Ended 03/31/24

LAIF Apportionment Rate <sup>(2)</sup> :	4.30
LAIF Earnings Ratio <sup>(2)</sup> :	0.00011755619077389
LAIF Administrative Cost <sup>(1)*</sup> :	0.27
LAIF Fair Value Factor <sup>(1)</sup> :	0.994191267
PMIA Daily <sup>(1)</sup> :	4.22
PMIA Quarter to Date <sup>(1)</sup> :	4.12
PMIA Average Life <sup>(1)</sup> :	226

## PMIA Average Monthly Effective Yields<sup>(1)</sup>

<b>June</b>	<b>4.480</b>
May	4.332
April	4.272
March	4.232
February	4.122
January	4.012

## Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 5/31/24 \$162.3 billion

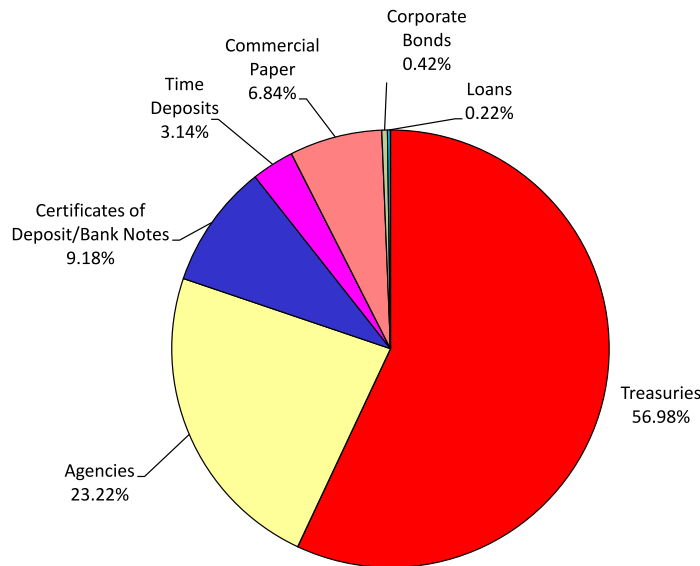


Chart does not include \$1,943,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

\*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller

# **GOLETA WEST SANITARY DISTRICT**

**DATE: JULY 16, 2024**

**AGENDA ITEM 13**

**REPORTS**

# Operations Report

June 26 – July 9, 2024

## Administration

District counsel and staff continue to communicate with the Ad Hoc Committee, the Board, regulatory agencies, and consultants regarding matters related to the February Spill and updates to the District's website.

Annual manual Sewer User Fee and UCSB Capital Fund Charge invoices have been sent out.

Staff is collecting data from private properties and the Goleta Water District to calculate annual fees to be placed on the FY 2024-25 County Tax Roll.

Staff met with GSD's General Manager and Senior Project Manager for the Quarterly CIP review per the BESP Phase 1 Agreement between our two agencies.

Staff continues to work with Bartlett, Pringle & Wolf's Client Accounting Services team complete the day-to-day accounting and financial tasks for the District.

The Personnel Committee, counsel and staff continue to work on revisions and updates to the Personnel Policy/Employee Handbook.

Revisions requested by the Board at the July 2, 2024 meeting to the Information Sheet for Board of Directors Candidates have been completed.

Staff continues to work on finalizing the recruitment notification for the Office Manager vacancy and will post to the website and on other job posting platforms.

Weekly Owner-Architect-Contractor (OAC) meetings for the Headquarter Buildings Improvement Project have been temporarily discontinued until construction resumes.

Staff is working with Mark Warren of BHFS to explore available tax credits and grant funding that may be available for the Headquarter Buildings Improvement Project.

Work continues with Cannon Corp to improve and expand capabilities of the District's SCADA system. Work also continues with Redzone, Inc. on improving the District ICOM GIS and CMM systems.



The District's ADT Security alarm monitoring account was closed as phone lines that the system relied on have been removed. Security alarms will be integrated into the District SCADA system.

## **Collection System**

Staff continues to take photos and conduct inspections of the entire route of the force mains to GSD.

Installation of a valve and access vault modifications to provide for emergency pump station bypass into the 18-inch force main will be completed once Tierra Contracting is available. Installation of the Siemens flow meter for PS1 effluent will also be scheduled.

Staff continues to work with MNS Engineers on the Force Mains Condition Assessment.

Staff is currently completing scheduled hydrocleaning on Los Carneros.

Plan review and correspondence with the Heritage Ridge developers continue. This is the final phase of the Willow Springs neighborhood.

Correspondence continues with Flowers & Associates regarding proposed construction of Anthem Chapel next to Christ Lutheran Church at 6595 Covington Way and connection to public sewer.

Plan review continues for proposed tenant improvements for Finney's Crafthouse & Kitchen at the old Hollister Brewing Company location in Camino Real Shopping Center.

Correspondence with new property owner at 6521 Pardall regarding installation of a grease interceptor continues.

Inspections continue for construction of UCSB's North Campus Faculty Housing project to modify the existing sewer main lines to accommodate lot line adjustments.

Sewer Availability Letters were issued for the following:

- 49-unit apartment complex at 60 Colusa Avenue
- ADU 79 Placer Drive

Sewer Service Permits were issued for the following:

- Sewer lateral replacement at 6503 Madrid Road

Inspections and Permit sign off were completed for the following:

- ADU garage conversion at 478 Pacific Oaks Road

- Construction of a sewer main line extension and a manhole on Elwood Station Road has been completed by the developer and is in the process of being dedicated to the District

**Industrial Waste & Environmental Compliance**

Staff is in the process of receiving and reviewing Self-Monitoring Reports being submitted by Class 4 Industrial Users as required in their Industrial Wastewater Discharge Permits.

Staff continues to collect biweekly samples for bacteriological and ammonia analysis in support of the February spill investigation.

**Street Sweeping**

District staff continues to perform street sweeping services as the regular operator is unavailable. The program has remained on schedule. Information for street sweeping makeup days for holidays continues to be posted on the District website.

Graffiti:                               None reported

Abandoned Vehicles:               None reported

Hours:                                 35

Miles:                                 275.6

Loads:                                 21

Maintenance: Performed routine inspections and maintenance of street sweepers.

Marborg:     5/9/24 = 10.26 tons

                  5/10/24 = 8.25 tons

                  5/24/24 = 10.02 tons

**Table of Treatment Capacity in GSD Plant**

GWSD Average Daily Flow	May 2024	2.2818 MGD; 47.1729 %
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# Sewer Operations Cleaning Summary from June 26, 2024 to July 9, 2024

Your environmental partner since 1954

Description	Quantity
<b>Feet Cleaned</b>	
Hydroclean	11,885 ft.
Hot Spot	1,878 ft.
Root Cutting	969 ft.
	<hr/>
	<b>14,732 ft.</b>
<b>Lines Cleaned</b>	
Hydroclean	48 lines
Hot Spot	7 lines
Root Cutting	4 lines
	<hr/>
	<b>59 lines</b>
<b>Other Work Orders</b>	
Parcel Permit	1 Work Order
	<hr/>
	<b>1 Work Order</b>

**Goleta West Sanitary District**

**Allowance of Claims**

**4/30/24 - 5/14/2024**

Rev\_n2

<b>Vendor ID</b>	<b>Vendor Name</b>	<b>Transaction Description</b>	<b>Check Date</b>	<b>Document Amount</b>
ADP01	ADP Inc	Payroll Processing	5/7/2024	\$ 774.94
BAR01	Bartlett Pringle & Wolf LLC	Acctng & Audit Svcs	5/8/2024	5,261.00
BAR02	Barricade Pest Control	Pest Control	5/8/2024	100.00
BLU01	Blueisle Bookkeeping	Bookkeeping Svcs	5/8/2024	267.00
COA02	Coastline Equipment	Sweeper Maint	5/8/2024	435.98
DAL01	Dal Pozzo Tire Corp	Vehicle Tires & Maint	5/8/2024	1,641.79
FIR01	First Bankcard	Credit Card Payment	5/14/2024	1,460.03
FRO01	Frontier Communications	Phone Svc	5/8/2024	239.40
GON01	Gonzo's Small Engine Repair	Operations Supplies	5/8/2024	120.83
HOM01	Home Depot Credit Svcs	Operations Supplies	5/8/2024	121.66
KIM01	Kimball Midwest Corp	Operations Supplies	5/8/2024	566.33
LAR01	Larry's Auto Parts	Sweeper Maint	5/8/2024	405.50
MAR01	Marborg Industries	Waste removal & Rolloff	5/8/2024	2,096.20
MIN01	Miner's Ace Hdwre 1751	Operations Supplies	5/8/2024	179.40
MIS01	Mission Linen Supply	Uniforms & Towels	5/8/2024	1,413.42
MSW01	Mountain Spring Water	Drinking Water	5/8/2024	28.35
NTN01	Newton Construction	District Building Project	5/8/2024	75,544.00
PML01	Pacific Materials Laboratory	District Building Project	5/8/2024	970.00
SOU02	Southern California Edison Co	Electricity	5/10/2024	532.73
SPE01	Specialty Tool And Bolt	Operations Supplies	5/8/2024	5.48
SPE03	Special District Risk Management Authority	Insurance Life & Dental	5/7/2024	1,002.63
THE02	The Gas Company	Natural Gas	5/8/2024	46.60
TRL01	Trusted Legal	Legal Svcs	5/8/2024	1,279.50
UND01	Underground Service Alert	Dig Alerts	5/8/2024	123.51
WEX01	WEX Bank	Vehicle Fuel	5/7/2024	2,782.26
<b>Total Services &amp; Supplies</b>				<b>\$ 97,398.54</b>
Payroll - (1) Pay Date				\$ 41,588.84
<b>Total Allowance of Claims</b>				<b>\$ 138,987.38</b>

**Goleta West Sanitary District****Allowance of Claims****5/15/24 - 6/28/2024**

Rev\_n

<b>Vendor ID</b>	<b>Vendor Name</b>	<b>Transaction Description</b>	<b>Check Date</b>	<b>Document</b>	<b>Amount</b>
ALL01	Alliant Insurance Services	Insurance Renewal	6/28/2024	\$	8,210.00
ASB01	Asbury Environmental Services	Metal Oil and Gas Filters	6/6/2024		55.00
BAR01	Bartlett Pringle & Wolf LLC	Acctng & Audit Svcs	6/19/2024		261.00
BAR02	Barricade Pest Control	Pest Control	6/6/2024		115.00
BRO01	Brownstein, Hyatt, Farber, Schreck	Legal Services	5/22/2024		101,763.50
CAL03	Public Employees HEALTH	CalPERS Health Insur	5/15/2024		19,198.07
CAL12	CalPERS Public Employee's Retirement System	CalPERS Retir Contr	5/15/2024		5,780.83
CAN01	Cannon Corp	Software Services	5/21/2024		4,917.06
CAN01	Cannon Corp	Software Services	6/19/2024		4,918.64
CIN01	Cintas Corporation	Safety Supplies	5/21/2024		115.62
CIN01	Cintas Corporation	Safety Supplies	6/19/2024		97.22
CITIG06	Channel Islands Technology Integrators' Group	Computer Support	5/20/2024		3,526.81
COU11	County of Santa Barbara - Resource Recovery	Office Supplies	6/19/2024		33.50
CSA01	CS-amsco	Repairs	6/19/2024		2,237.91
DAL01	Dal Pozzo Tire Corp	Sweeper Maint	5/21/2024		75.00
FCL01	Fischer Compliance LLC	Construction	6/6/2024		91,497.00
FGL01	FGL Environmental	Water Analysis	5/20/2024		13,742.00
FGL01	FGL Environmental	Water Analysis	5/21/2024		3,812.50
FIL01	Filippin Engr	District Building Project	6/6/2024		2,705.00
FIL01	Filippin Engr	District Building Project	6/19/2024		15,825.00
FIR01	First Bankcard	Credit Card Payment	6/14/2024		1,408.03
FIR02	FirstNet	Utilities	5/21/2024		424.81
GOL02	Goleta Sanitary District	Water Treatment	5/21/2024		424,754.89
GOL02	Goleta Sanitary District	Water Treatment	6/19/2024		470,263.22
GOL04	Goleta Water District	Water	5/21/2024		125.34
GOL04	Goleta Water District	Water	6/19/2024		125.34
GRA03	Grainger	Sensors	6/6/2024		324.91
HAA01	Haaker Equipment Company	Vehicle Repairs	6/6/2024		148.75
HDR01	HDR Engineering Inc.	Construction	6/6/2024		12,871.55
HDR01	HDR Engineering Inc.	Construction	6/19/2024		9,502.83
HOM01	Home Depot Credit Svcs	Operations Supplies	6/6/2024		428.61
LAR01	Larry's Auto Parts	Sweeper Maint	5/21/2024		23.49
LAR01	Larry's Auto Parts	Sweeper Maint	6/6/2024		286.77
LCW	Liebert Cassidy Whitmore	Membership	6/19/2024		5,070.00
LIN01	Lincoln National Life Ins	Deferred Comp	5/15/2024		1,300.00
LIN01	Lincoln National Life Ins	Deferred Comp	5/15/2024		336.94
LIN01	Lincoln National Life Ins	Deferred Comp	5/15/2024		369.89

LIN04	Linde Gas & Equipment	Operations Supplies	6/19/2024	252.74
MAR01	Marborg Industries	Waste Removal	5/21/2024	2,559.52
MIN01	Miner's Ace Hdwre 1751	Operations Supplies	6/6/2024	40.23
MIS01	Mission Linen Supply	Uniforms & Towels	6/6/2024	1,828.76
MNS01	MNS Engineers Inc	Construction	6/6/2024	7,910.00
MSW01	Mountain Spring Water	Water Delivery	6/19/2024	135.40
NTN01	Newton Construction	District Building Project	6/19/2024	92,674.00
PML01	Pacific Materials Laboratory	District Building Project	6/6/2024	620.00
REL01	Reliance Standard Life Insurance	Insurance	6/6/2024	1,058.19
SIE02	Siemens Industry, Inc.	Construction	6/19/2024	12,480.68
SIL01	Silvia's Cleaning Company, Inc.	Cleaning	5/21/2024	900.00
SIL01	Silvia's Cleaning Company, Inc.	Cleaning	6/19/2024	930.00
SOU02	Southern California Edison Co	Electricity	5/20/2024	7,457.77
SOU02	Southern California Edison Co	Electricity	6/19/2024	6,506.04
SOU02	Southern California Edison Co	Electricity	6/19/2024	508.99
SOU04	SOUTH COAST DELI	Meeting Food	5/21/2024	52.10
SPE03	Special District Risk Management Authority	Insurance	6/21/2024	1,002.63
STA01	State Water Resources Control Board	Permit Fee	6/6/2024	3,746.00
THE02	The Gas Company	Natural Gas	6/6/2024	53.34
THE06	The Regents of the University of CA	Internet	5/20/2024	103.25
TRL01	Trusted Legal	Legal Services	6/19/2024	715.00
TRU01	Truist Governmental Finance	Financing	6/19/2024	488,035.01
UCR08	UC Regents	Internet	6/19/2024	103.25
UND01	Underground Service Alert	Dig Alerts	6/6/2024	125.26
USB01	US Bank	Bank Fees	5/21/2024	645.12
WEX01	WEX Bank	Vehicle Fuel	5/31/2024	2,215.81
WIN03	The Winn Family Trust	Suspense	6/14/2024	152,750.00
YHM01	YHModeling	Hydraulic Modeling Dev	5/21/2024	2,475.00

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<b>Total Services &amp; Supplies</b>		<b>\$</b>	<b>1,994,536.12</b>
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Payroll - (3) Pay Date		\$	124,554.07
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ADP Fees (Outstanding)		\$	623.79
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<b>Total Allowance of Claims</b>		<b>\$</b>	<b>2,119,713.98</b>
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